

FOREWORD

This document was published by the Commonwealth of Kentucky Court of Justice, Administrative Office of the Courts (AOC). This component of Rule of Administrative Procedure of the Court of Justice Part X. is provided to assist AOC staff, local governments, design agencies, and construction firms in the design, preparation of the bidding/construction documents for, and construction of Court Facilities that qualify to be supported totally or in part from State funds.

This component of Rule of Administrative Procedure Part X. is applicable to all projects for new construction including additions, alterations, rehabilitation and conversion of existing facilities.

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COURT FACILITIES DESIGN AND CONSTRUCTION

PREFACE

Summary. The Rules of Administrative Procedures of the Court of Justice have the force and effect of law in the Commonwealth of Kentucky. This Rule of Administrative Procedure of the Court of Justice establishes policy concerning the development, of Court Facilities, Court Support Facilities, and Administrative Facilities within the Commonwealth of Kentucky, which are approved by the Commonwealth of Kentucky Court of Justice and supportable with Commonwealth of Kentucky Administrative Office of the Courts administered funds. The development process includes, but is not limited to the preparation and approval of construction program document, program funding, and the procurement, execution, and oversight of design, construction management and construction services.

Court of Justice Capital Projects: This Rule of Administrative Procedure of the Court of Justice applies to the development of Court of Justice Capital Projects. No Court of Justice project or projects shall be bound by, adjoined to, or associated with non-Court of Justice projects or non-Court of Justice programs without the written approval of the AOC General Manager of Facilities by and through an executed Memorandum of Understanding with such party being likewise bound, adjoined, or associated. Upon completion of a COJ Capital Project, 100-percent (100%) COJ occupied facility shall not be modified by addition and/or modification and the like with out the AOC General Manager of Facilities' written approval.

Applicability. This Rule of Administrative Procedure of the Court of Justice applies to all Court of Justice supported facilities. Compliance with Court of Justice Rule of Administrative Procedure Part X is required for all court facility projects requested by the Court of Justice and authorized by the Kentucky General Assembly.

This Rule of Administrative Procedure shall be referenced by and made a part of all documents related to court facility projects including, but not limited to; agreements/understandings with local government agencies and all contract documents relating to professional services/design, construction management, all construction service contracts, and materials providers. Additionally, all solicitation or bid documents shall contain such reference. Any and all such documents shall, at a minimum, contain the following statement:

"Rules of Administrative Procedure of the Court of Justice have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in Rule of Administrative Procedure of the Court of Justice Part X shall take precedence over any language or conditions stated herein."

Inclusion of the minimum statement and/or reference to Rule of Administrative Procedure Part X. shall provide full and equal enforcement as if quoted and/or printed verbatim.

Interim Changes and Amendments to this Document: The Chief Justice of the Supreme Court may implement changes and amendments to this document to insure that the best interests of the Court of Justice are met. Interim changes and/or amendments may address statewide, regional, or individual project issues and may be effective for a limited period of time until a new version of this document is approved by the Chief Justice and published. Such changes or amendments may also be presented by the Director of the Administrative Office of the Courts and signed by the Chief Justice.

Permanent Changes: Permanent changes are incorporated into Rule of Administrative Procedure upon approval of the Chief Justice of the Supreme Court by court order.

Internal Control System: This publication contains procedures for the preparation and the execution of approved construction projects. The allowable scope and size of facilities governed by the Court of Justice Real Property Management Rule of Administrative Procedure is contained in the component titled "Rule of Administrative Procedure Part X, Section II, Court Facilities Criteria."

Conflicts: In the event that any chapter, section, paragraph, and/or statement of this Rule of Administrative Procedure conflicts with any other requirement(s), mandate(s), regulatory review or process, the AOC General Manager of Facilities shall make the final determination which requirement(s), mandate(s), and/or regulation or provision or chapter, section, paragraph, or statement contained herein is most beneficial to the Court of Justice. This determination is final, carries the force and effect of this Rule of Administrative Procedure, and shall be applied and/or executed without any effect to any other chapter, paragraph, statement contained herein, including any changes, and/or amendments as described above.

Suggested Improvements. Users of this publication are encouraged to send comments and suggested improvements to the General Manager of Court Facilities, Administrative Office of the Courts, 100 Millcreek Park, Frankfort, Kentucky 40601- 9230.

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Appendix A – References

Appendix B – Terms & Definitions and Summaries of Statutes

Appendix C – Court of Justice Facilities Forms

Appendix D – AIA Standard Agreements Descriptions and Samples – Obtain from AIA (1,074 pages)

Appendix E – Court of Justice Amendments and Supplements to AIA Standard Agreements

Appendix F – Design Review Checklist

Chapter 1. General

1-1 Purpose

This section of the Court of Justice Rule of Administrative Procedure Part X. titled Real Property Management, sets forth design criteria and general requirements to be used in the development of a design for Court Facilities, Court Support Facilities, and Administrative Facilities within the Commonwealth of Kentucky which are supportable, totally or in part, with Commonwealth of Kentucky Administrative Office of the Courts funds. Part III, Court Facilities Design, is applicable to all Court of Justice construction projects, including additions, extensions, alterations, rehabilitations, and conversions. All design documents shall be prepared in accordance with United States National CAD Standards. The standards may be obtained from the National Institute for Building Sciences, 1090 Vermont Ave., N.W. Suite 700, Washington D.C. 20005-4905 (<http://www.nationalcadstandard.org>). Any proposed deviation from this Rule of Administrative Procedure must be requested, in writing, from AOC General Manager of Facilities.

1-2 Role of the AOC

The General Assembly of the Commonwealth of Kentucky authorizes contributions of state funds to local agencies through the Administrative Office of the Courts to provide facilities for the operation of the state's Court of Justice.

Court of Justice Rule of Administrative Procedure Part X., Section I., "Construction Program Development" establishes project contracting policy with Design Professionals, Construction Managers, and General (Construction) Contractors.

Court of Justice Rule of Administrative Procedure Part X., Section II., "Court Facilities Criteria" establishes and defines the scope (e.g., space allowances) and this component (Section III.) of Rule of Administrative Procedure Part X. provides the design and construction standards governing state funds administered by the General Manager, of Facilities, Administrative Office of the Courts (AOC).

Each such contribution is subject to the terms of a Memorandum of Understanding (MOU), which is executed specifically for providing Court of Justice facilities; one of the standard provisions of the MOU is that, "All work shall be done according to the laws of the Commonwealth of Kentucky and under the supervision and approval by the AOC General Manager of Court Facilities or his or her designee".

The AOC General Manager of Court Facilities under the direction of the Director of the AOC is responsible for disbursement of all state funds to be contributed toward accomplishment of those projects. Under normal circumstances, the facility which is being constructed or improved on non-state property, the local owning agency may allocate funds to the project in excess of whatever state cost sharing is required under the terms of the Agreement. In all circumstances the design and construction will be in accordance with Court of Justice Rule of Administrative Procedure Part X., Section I., Court Facilities Criteria, and this component, Section III., Court Facilities Design, shall govern.

This component of Court of Justice Rule of Administrative Procedure Part X. establishes standards for the design and construction of Court of Justice facilities.

1-3 Function and Operation of Court of Justice Facilities.

A. General: A Court of Justice Facility is a facility, which houses primarily functions supported by the Administrative Office of the Courts.

B. Function:

(1) Types of Court of Justice Facilities:

(a) Rural: A court facility where the average number of filings and closings are less than 7,000 cases per year. The Administrative Office of the Courts (AOC) executes the determination of actual and projected numbers of filings and closings. Rural Court facilities, which have the requirement for two (2) Judges are, authorized one (1) Jury Trial Courtroom. Rural Court facilities, which have the requirement for three (3) Judges are, authorized two (2) Jury Trial Courtroom.

(b) Urban and Metropolitan: A court facility where the average of filings and closings are greater than 7,000 cases per year. The Administrative Office of the Courts (AOC) executes the determination of actual and projected numbers of filings and closings.

(c) Satellite Facilities (for Metropolitan Areas): Satellite facilities may support non-Jury trials such as Family, Drug and Traffic court as well as Circuit Court Clerk, and (other) court support activities at a site other than the central court facility of the county. The scope of the facility shall be based on the numbers of filings and closings at the facility as determined by the Administrative Office of the Courts (AOC).

(d) Supreme Court and Court of Appeals Facilities: These facilities support the individual or panel or operations of Appellate or Supreme Court Judges or Justices. Certain facilities of this type may be incorporated within Rural or Urban/Metropolitan facilities or may be constructed as an independent facility.

In the event a Kentucky Judicial Branch Building should be considered for development or be developed, the following shall apply. This building (facility) a dedicated, one of a kind Kentucky Judicial Branch (Supreme Court) Facility that is constructed as a focal point of the Commonwealth's Judicial Branch of Government within the "campus setting" of the State Capitol complex of structures. Such structure(s) shall be a permanent or "Monument" building(s) of equal stature and quality as the state capitol. This facility shall, as a minimum, provide space for the Supreme Court, the Court of Appeals, the State Law Library, and the visiting public. The Chief Justice of the Supreme Court shall determine the program and scope of all Court of Appeals and Supreme Court facilities.

(e) Leased and Interim Judicial Facilities: These facilities include private sector leased and memorandum of agreement procured Justice's and Judge's chambers, court affiliated and support agency areas, courtrooms, and AOC offices, work areas, and storage.

(f) Administrative Office of the Court Facilities: These facilities provide space for administrative and support functions, which support the Court of Justice. This or these facilities may be constructed in conjunction with a Supreme Court Facility or may be constructed in a separate "Administrative Office of the Courts Complex. This construction type for these structures shall be permanent or "Near-Monument". This facility provides space for the various agencies and functions of the AOC. The Director of the Administrative Office of the Courts (AOC) determines the determination of the scope of AOC facilities.

(2) Primary Facility Mission: AOC supported court facilities provide space and provisions for the execution of Supreme, Appellate, District, and Circuit Court Functions, including other approved Court of Justice affiliated and support functions.

C. Operation:

(1) District, Circuit, and Family Court Activities:

(a) Trial Court activities are normally conducted five (5) days a week. However, for Rural Facilities District and Circuit Courts, activities may occur less than four (4) days a week. Several courts may convene at the same time to perform Jury and Non-Jury trials and other court functions. The judicial staff of the courts typically conducts business five (5) days a week, except in rural facilities where the staff may conduct business at two or more court facilities. The number of non-judicial staff (public with counsel) attending court activities is dependent upon the nature of court activity.

(b) Other Court activities, which are relatively new, include:

- Video Arraignment
- Video Court Reporting
- Electronic Teleconferencing
- Telephonic Depositions
- Electronic Evidence
- Electronic Service of Notices

(c) Court Clerk activities are conducted five (5) days a week. Court Clerks serve the general public as well as the judicial staff and participants in the judicial process.

(2) Court Affiliated and Support Activities: These activities are supported whole or in part by the Administrative Office of the Court. They typically include; Pretrial Service, Court Designated Workers, Drug Court, Foster Care, and educational functions. The operation of these activities is typically five (5) days a week with some activities conducting business in the evening and during the weekend. The staff is generally limited to those personnel required to provide continuous support in the administration of the activity. The number of “clients” visiting the activity(ies) varies.

(3) Court Support Functions: These functions include Security, Bailiffs and Facility Support. In larger facilities, these functions may be conducted seven (7) days a week while in smaller facilities only a minimal presence of these functions may be conducted on a daily basis. D. Design Considerations (See Chapter 5., for further discussion)

D. Design Considerations:

(1) General: Buildings must be constructed to last longer and cost less to operate, maintain, and adapt. During the past, the focus seems to have been on reduced construction costs or high “finish” and appearance levels, but at the expense of higher operations, maintenance, and repair costs and a reduced life span of the facility. We are now faced with the results of this policy by having to deal with worn-out and/or inefficient buildings, which are not worthy of the expensive rehabilitation costs and which have unreasonably high operations and maintenance costs. Further, the occupants of these buildings must deal with unsuitable work environments created by these policies. This Court of Justice Rule of Administrative Procedure is intended to establish the necessary standards to mitigate these conditions in future Court Facilities.

(2) Court of Justice Philosophy concerning buildings is to construct facilities that:

- Design and construct “Permanent” facilities,
- New court facilities, which are proposed to replace existing established courthouses (community icons), if possible should be located in traditional towns squares or other nearby downtown sites,
- Anticipate growth and future needs,
- Design and construct to accommodate and assist change. The facility must be able to respond effectively and economically to meet the requirements of growth and change.
- Spend State money on features of value, which minimize operation and maintenance costs.
- Facilitate remote access to required information and communications assets.
- Facilitate the use of “teleconferencing” technology.

(3) Trends: Automated Data Processing advances and dependency and rising security issues have had the greatest impacts in court facility design. Their impacts cause ever-changing demands on the facilities and it is anticipated that these changes will continue. The best way to deal economically with these unidentifiable changes is to plan for flexibility and adaptability. In other words, design a facility, which can efficiently evolve with the technology. Some of the notable trends include:

- Workloads are increasingly complex. Judicial staffs are required to undergo continuous education to keep pace. Judicial staffs are increasingly professional and more highly educated with corresponding expectations and needs for suitable work and support environments;
- Judicial work requires greater amounts of ADP equipment each year, and work areas today must be designed to accommodate one or more ADP devices, which must be networked to other workstations and agencies located in and out of the facility. What were designated as “specialized technologies” (video-arraignment/conferencing, electronic document imaging, multi-media presentations, etc.) are now commonplace and must be considered by the design professional;
- Facilities which support privacy and confidentiality and collaboration must be provided through the design of private offices and shared-access private/conference/work rooms;
- The size and number of court-affiliated and support agencies continue to increase. The identification and understanding of operational flows are imperative to achieve a successful and efficient design. Technology advances can reduce courthouse physical requirements because more work can be done at various locations (within and near courtrooms, satellite offices, etc.). However, the trend may shift to more person to person interaction at the local level causing an increase in physical requirements; and
- Provisions must be integrated into court facilities, which can prevent, limit, or at least isolate violent acts. The AOC General Manager of Facilities shall be consulted and given the final direction and approval for such provisions.

(4) Technology Considerations

- Ergonomics shall be a consideration when designing Staff work areas. Many such design standards may be obtained from American National Standards ANSI/HFS 100-1988.
- Technologies and work demands will change. A facility should assist in these changes rather than simply accommodate them. Building Systems such as HVAC, electrical, and data and voice communication must be easily expandable and adaptable.
- Selection of systems shall consider the cost effectiveness of use and installation, appropriate image(s), expansion and adaptability, and long-term operation and maintenance costs.
- The AOC General Manager of Facilities may require a building to have an automated "Facilities Management System", which manages power, HVAC, lights, and other building systems. This "Facility Management System" should also incorporate A-E drawings and specifications, an effective preventative maintenance program, maintenance program, and repair program.

1-4 Planning Guidelines

A. General: The site shall support the facility needs at least 20-years into the future. Rock excavation shall be anticipated and budgeted for, if the condition is prevalent throughout a five (5) mile region and a "Declaration of Uniformity of Area Soil Conditions" (See Appendix C) is provided to AOC General Manager of Facilities to support the claim. Based on a visual observation of the site and knowledge of the local area, an appropriate number of soil borings should be made to determine the nature and consistency of subsurface soil conditions. Additional borings should be made if the results obtained are inconclusive or insufficient to be used for design of foundation and pavement work.

The results of the investigation for the selected site are to be included in the Site Survey Report. It should be noted that this report is primarily for the use of the designer and the AOC, to research a specific problem area. The completed Soil Bearing Capacity Declaration (See Appendix C) is used by AOC to gauge the adequacy of the site and thus determine whether State funds should be granted for construction of the additional foundations caused by poor soil at that particular location. The actual allowable design soil bearing based on undisturbed soil capacity should be used in the Declaration, whatever that capacity may be.

If, during the early portion of the design development phase, the designer determines that the structure, footings and/or pavement thickness must be greater or would be more costly than what would be normally expected at a site having 4,000 PSF non-expansive soil at the foundation or sub grade depth and more than a three to four percent (3-4%) surface slope is required; it will be necessary to execute and provide to AOC a Declaration of Uniformity of Area Soil Conditions (if appropriate) (to suitably document the fact that the poor soil conditions encountered on the site are not peculiar to that site, but are typical of conditions which could be expected to be encountered throughout the area; five (5) mile radius of the site in question) in order to obtain state funding support.

B. Plan Shapes: The building (as well as the individual functional spaces) should be impressive and simply designed, generally utilizing rectangular areas. Narrow or highly irregular configurations (with excessive numbers of building corners) should be avoided, if possible and practical. The proposed project shall indicate on the schematic design layouts and/or the site plan the future expansion requirements of the building and parking. It would be beneficial for the future expansion plan to show a feasible and realistic layout for expansion of utilities, site area, parking areas, other outside support items, and the building. Proposed expansion of the building could show how the individual functional areas will be enlarged. An expansion to meet the needs 30-years into the future will be used for future requirements.

C. Exterior Aesthetics: The facility should complement the existing architecture of the surroundings, symbolizing not only its role but also the close relationship to the community with which it is affiliated. The exterior wall finish should generally consist of stone, face brick (colored mortar may be used), stucco or plaster, or appropriate combinations. If a standing seam metal roof system is selected, metal trim may be used to blend the exposed metal roof surface with the principle wall surface material.

D. Landscape Design: In addition to aesthetic values, landscaping provides an opportunity to enhance the energy efficiency of the facility. Solar orientation, planting and berming (if appropriate and cost effective) should all be considered during early stages of design. Plant and tree selection should provide permanent, low maintenance vegetation appropriate to the location. Consideration should be given to adjacent structures to prevent adverse impact. Topsoil should be at least four inches (4") thick. Trees should be carefully selected to prevent clogged gutters and drains from leaves and seeds, and blocked sewer lines due to root infiltration. Planting shall be included as an integral part of the planning of the project and the location, size, and quantity shall be clearly indicated on the plans for bidding purposes. The planting design shall be simple and orderly using a minimum of plant types and materials for framing and background aesthetics of the building and the screening of service areas, parking areas and other objectionable views. Selected plant material shall be of local, hardy species that are tolerant of specific site conditions. Planter boxes may be used as part of landscaping.

E. Irrigation/Lawn Sprinkler Underground Systems: If such a system is proposed and authorized by the AOC General Manager of Facilities, it may be supported as part of the landscaping cost.

F. Site Layout: Subject to any constraints imposed by soil conditions and topography of the site, the building should be located to maximize its visual presence in the community and to facilitate accessibility from the public thoroughfare. The secure parking areas and supporting structures, such as a multi-level parking structure(s) (if authorized), should be located and designed to minimize visual impact. Future expansion (to meet the estimated needs 20-years or more into the future) of the building and parking should be shown on the plans and considered in the layout to minimize the necessity for removing and relocating paved areas and utilities.

G. Design Schedule: A schedule, allocating a specific time for completion of each phase (Phases A, B, and C) of design, is to be established, in accordance with the Court of Justice Rule of Administrative Procedure Part X., Section I., Construction Program Development. Modifications to such scheduling may be granted, on a case-by-case basis, by the AOC General Manager of Facilities.

1-5 Codes

As stipulated in the applicable MOU covering the project, all work is to be accomplished "according to the laws of the state". This means that all codes, which those local laws invoke, take precedence when they are more restrictive than applicable State requirements. Differences of opinion occasionally arise with respect to interpretations of codes. In order to avoid involvement in such interpretations, AOC has developed a tool identified as a "Certification of State and Local Code Requirement". This document consists of a structured narrative, prepared by the responsible design professional for signature by the Administrative Office of the Courts General Manager of Facilities. Such a certification is only necessary in cases where code interpretations would: set a significant precedent; appear to be unusually restrictive (and thus expensive); and/or are considered by AOC to be inconsistent with similar situations encountered in other jurisdictions within the Commonwealth. The sample format to be followed, as the need arises, may be found in Appendix F "State and Local Code Requirements". When designing facilities, the National Fire Protection Association (NFPA), Occupational Safety and Health Standards (OSHA), Uniform Building Code (UBC), Americans with Disabilities Act (ADA), Telecommunications Industry Association/Electronic Industry Association Standards (TIA/EIA), or other state required building codes, along with environmental codes and laws, are to be followed.

1-6 Policy

A. General: AOC policy regarding types of facilities, materials, and installed equipment authorization eligible for state support in court facility projects is as follows throughout this document.

B. Criteria: Where specific guidance is not set forth herein or in Rule of Administrative Procedure Part X., Section II., Court Facilities Criteria, or in Section I., Construction Program Development, the AOC General Manager of Facilities or his or her designee shall provide required specific guidance.

C. State Support: To qualify for state support, the materials and equipment incorporated ("built-in" or installed) in a court facility project shall generally not exceed the standards set forth in this Rule of Administrative Procedure Part X., Section III. The architecture of the structure is to be based on an unembellished, yet attractive design that will complement or conform with the general aesthetic appearance of adjacent structures and surrounding community.

D. Construction/Equipment Materials Criteria: The materials/ equipment allowances are to be considered the maximum allowable using state contributions. Since local conditions may warrant the construction of less expensive facilities, use of full maximum allowances is permissible rather than mandatory.

E. Deviations from Design Guidance: Deviations from the design guidance allowances established by Court of Justice Rule of Administrative Procedure Part X., Section II., Court Facilities Criteria and this component (Section III, Court Facilities Design) may be authorized in accordance with Rule of Administrative Procedure Part X., Section II. (Criteria) provided:

(1) Construction Cost: The state's cost of construction is not increased by the deviation from the standard.

(2) Substitutions: Substituted materials, criteria, or equipment are equal in quality and performance. In those cases where a determination cannot be made as to the acceptability of a proposed feature from a study of this component (Section III.) of Rule of Administrative Procedure Part X. and other applicable publications, guidance is to be solicited from the AOC General Manager of Facilities or his or her designee.

(3) Exceptions to Criteria: The items that exceed the stated allowances have been requested and approved as "Exceptions to Criteria" by the Court Facilities Standards Committee in accordance with the Court Facilities Criteria.

(4) Authorized "Exceptions to Criteria": Changes are noted on Construction Program Document.

F. Non-State Funds: This component (Section III.) of Rule of Administrative Procedure Part X. does not preclude the use of non-State (Court of Justice project) funds detailed on the Program Documents to provide materials, equipment/systems, or features of higher quality than stipulated. The cost of such improvements, however, must be clearly determinable as separate bid items or specified as a contractor's option. If an unusually large amount of higher quality features, equipment, materials and space not state supportable make separate bidding impractical, a prior agreement must be negotiated between the state (AOC) and the Local Agency government to establish the limitations of the state share of the overall project construction costs.

G. Asbestos Removal:

(1) Survey Requirements: A survey should be accomplished for all older buildings that are programmed or planned for alterations, rehabilitation, or additions and for which state funding is authorized, to establish the amount, location, and estimated cost of asbestos removal.

(2) State Support: The amount of state support is be limited to those building areas where alteration/rehabilitation is necessary for those functional areas authorized with state funding in Court Facilities Criteria as well as those areas approved as exceptions. The cost of removal should be included as an item in the programming/ funding approval documents. In a transmittal letter to AOC General Manager of Facilities indicate an asbestos problem and request authorization to do an asbestos survey and design for removal to allow for abatement prior to construction.

(3) Unanticipated Presence of Asbestos: In the event asbestos abatement is not articulated in the program document, upon discovery of an abatement requirement, the A-E and/or Construction Manager (CM), and/or General Contractor shall immediately notify the AOC General Manage of Facilities and articulate a cost for such abatement to become part of the project.

Chapter 2. Supporting Facilities

2-1 General

This chapter addresses those items described as “Supporting Facilities” in Court of Justice Rule of Administrative Procedure Part X., Section II, Court Facilities Criteria. Supporting facilities are those provisions, structures, and components, which are not part of the “Primary Facility” (the main building or structure).

2-2 Site Work

A. Site Preparation:

(1) Clearing and Grubbing: The work for clearing and grubbing (including existing structures such as buildings, utilities, retaining walls, pavement, etc. to be removed), including relocation of existing utilities, stripping and stockpiling topsoil, excavation, and embankment earthwork, and rough grading and compaction operations that are required to develop the project site to sub grade levels and elevations for proper siting and drainage of facilities (including culverts, head walls, retaining walls, etc.) may, in certain instances, be identified as a separate bid item for 100 percent Local Agency funding of costs.

(2) State Funding: When all building space and/or other outside items are authorized 100-percent state funding, the site preparation will be supported with 100-percent state funds and a separate bid item is not necessary. Site preparation should not include excavation and backfilling required for foundation walls and footings nor finish shaping and proof rolling of the sub grade under pavements and floor slabs. The architect shall be required to prepare a suitable storm water management plan and obtain necessary permits during construction phase and post construction phase in accordance with state and local requirements.

(3) Impact to Utilities: All utility relocations and removals shall be coordinated through the respective utility service provider(s).

B. Demolition: Special care must be taken in the demolition of both vertical and horizontal structures so as to minimize the chance of adversely affecting the health, safety, and welfare of the General Public. Any and all hazardous materials must be handled, contained, transported, disposed of in strict compliance with applicable local, state, and federal regulations and laws.

C. Retaining Walls: Retaining walls may be used for several different reasons such as landscaping, security (anti-vehicular and blast) barriers, and for general layout and design solutions. Special care must be given to the design of retaining walls in order to retain a positive aesthetic appearance, to allow relief for hydrostatic pressure, and to eliminate any potential for any adverse retaining wall movement (e.g., rotation and settling) which does not conflict with the primary facility or adjacent facilities. All retaining walls shall be provided adequate surface and subsurface storm water drainage.

D. Storm Water Retention Basin/Surface Flow:

(1) Design Considerations: A-E shall design so as to separate normal storm water sheet flows (roofs or other areas) from possible contaminated storm water sheet flows (parking areas).

(2) Non-Contaminated Flows should be designed to run off downstream from contaminated sheet flows.

(3) Contaminated Sheet-flow Management (including retention basins, grit interceptions and oil water separators) will be authorized state support if required by the approved SWMP (Storm Water Management Plan) and the National Pollution Discharge Management Plan (NPDES) requirements (based on one hour rainfall during a ten year event, and the local limitations-thresholds imposed on such effluents).

(4) Storm water Collection Box Curbing: Designers are encouraged to use curb storm water collection boxes (curb inlets) rather than in-pavement types (catch basins) for safety reasons, when possible.

(5) Required Storm water Retention Basins or Provisions should be constructed off-site if possible, unless such basins can be designed so as not to distract from the aesthetic attributes of the facility or adjacent structures.

E. Culverts, Storm Sewers, and Piping from Downspouts: Special care shall be taken in selecting the types of materials used for culverts and storm sewers, particularly in areas of soils with high acidity. Acceptable materials include galvanized-aluminized pipe, PVC Pipe, and Concrete Pipe. Cement piping shall not be used for high-acidity locations. Corrugated, flexible piping is not authorized.

F. Fine Grading and Seeding:

(1) Fine Grading and Seeding: The area within the limits of construction (established by the minimum amount of excavation and embankment work required to develop the project site) should be fine graded and seeded to provide proper site drainage and erosion control.

(2) Limits of Construction should be clearly indicated on the project plans.

(3) Damaged Surface Cover outside this limit should be stipulated to be restored to its previous condition at no extra cost to the courts. The bottoms of drainage swales or ditches and embankment slopes steeper than one foot (1') vertical to four ft. (4') horizontal should be turfed with sod instead of seeding. Banks steeper than one to three feet (1'-3') slope should be stabilized with ground cover plants (not requiring mowing) or with 3" of crushed aggregate where necessary. Steep slopes should be held to the absolute minimum and designed only when most economical. Existing topsoil should be reused. Importation of topsoil is authorized only if the quality and/or quantity of existing topsoil is insufficient to provide adequate cover.

(4) Topsoil Depths shall be a minimum of 2" for sodding and 4" for seeding.

G. Planting: Planting is to include the furnishing and planting of new trees, shrubs, ground cover other than sodding or seeding; and, irrigation systems, fertilizing, liming, mulching, staking, erection of temporary barriers, watering, and general maintenance operations required to establish healthy growth after transplanting. The A-E or Landscape Architect shall prepare a proposed layout and plan for all planting (site planning plan).

2-3 Supporting Facilities Components

A. Public, Official, and Secure Staff Parking:

(1) Program Documents: Consult the program documents for the area to be provided. Unless specifically authorized by the program documents, parking areas shall be constructed with bituminous (flexible) pavement.

(2) Parking Area Positioning: The parking areas shall be positioned so as to afford the greatest practical convenience to respective (public or staff) entrances) and based on an economical layout and on the maximum loads and repetitions anticipated.

(3) Parking Areas Isles and Spaces: Parking areas shall have 24-foot wide isles and 18-feet by 9-foot parking spaces.

(4) Handicapped Parking, including van accessible parking, shall be provided in accordance with current local, state, and federal laws and regulations, which ever is more stringent.

(5) Flexible Pavement (bituminous or asphalt pavements) shall be designed and constructed based on the best engineering standards. As a minimum, flexible pavements shall consist of two-inches (2") of base layer and two-inches (2") of finish layer installed over a minimum of six-inches (6") compacted dense grade aggregate over six-inches (6") of compacted course grade crushed stone. Unless specifically required otherwise, pavement edges shall be thickened to a total of eight inches (8") thick. The soils under pavements shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80. Special care shall be given to providing adequate expansion and contraction features. The use of geotechnical fabrics is authorized when deemed necessary by the design professional.

(6) Exposed Rigid Concrete: All exposed rigid concrete shall be air entrained or polymer treated for weather resistance and shall have a non-skid finish.

(7) Drainage: The surface and subsurface areas for paved areas shall be adequately drained to prevent freeze-thaw deterioration.

(8) Wheel Stops may be provided, as well as one coat of white paint striping to define individual parking stalls, but no identification marking of stalls is authorized except for handicapped.

(9) Curbs and Gutters: Rigid concrete curbs and gutters shall be installed around the parking pavement edges if required, to control storm water in accordance with the approved Storm Water Management Plan.

(10) Paint Striping: One coat of white paint striping to define individual parking stalls, but no identification marking of stalls is authorized except for handicapped.

(11) Edges of Pavements shall be tamped to consolidate the pavement edge instead of placing an edging material to support pavement edges.

(12) Security fencing of this area is not to be provided, unless specifically required in Program Documents.

(13) Parking Area Illumination: Parking areas shall be illuminated in accordance with Chapter 7, Paragraph 7-4.

(14) Parking Area Security: Consult AOC Facilities Office, Security Section for site-specific requirements.

(15) Street Lighting: If street lighting is non-existent or so inadequate as to constitute a safety hazard, lighting may be provided up to the minimum standards outlined in Chapter 7, Paragraph 7-4.

B. Multilevel Parking Structures:

(1) Program Documents: Consult the program documents for the multilevel parking structure to be provided.

(2) Aesthetics: The structure shall not distract aesthetically from surrounding structures.

(3) Positioning: The structure shall not be positioned under any occupied (Primary Facility) areas.

(4) Common Structural Walls: The structure shall not share common structural walls with Primary Facility, for security reasons.

(5) Parking Area Segregation: The structure may be segregated for secure and non-secure parking areas. The areas shall be segregated with concrete block or reinforced concrete walls. Secure and non-secure parking areas shall have their own entrance(s)/exit(s) and ramps.

(6) Vertical Clearances: The levels shall have vertical clearance no less than nine feet six inches (9'-6") but generally no greater than ten feet (10'-0").

(7) Wheel Stops may be provided, as necessary.

(8) Paint Striping: One coat of white paint striping to define individual parking stalls, but no identification marking of stalls, except "Reserved" and a stall number, is authorized except for handicapped.

(9) Walkways and Elevators: The structure shall be provided with appropriate and necessary walkways and elevators.

(10) Illumination: Parking areas shall be illuminated in accordance with Chapter 7, Paragraph 7-4.

(11) Security: Parking area security shall be provided in accordance with Chapter 7, Paragraph 7-4.

C. Vehicle Inspection and Isolation:

(1) Program Documents: If authorized in the Program Documents, a vehicle inspection and isolation area may be provided.

(2) Location: This area is located adjacent to the entrance to the secure parking area and is used to inspect and isolate vehicles suspected to contain destructive materials.

(3) Usage: Typically, vehicles pass through a preliminary screening area and are then directed to parking or the inspection and isolation area by means of signaling devices (signal light and audio communication with the Security Control Room) and electrically operated barriers.

(4) Protective Design: The isolation area has reinforced concrete walls, which directs a blast upward towards a minimal roof or opening. Typically the walls are 24-inches thick at the base (3' radius to floor plain) and at least 12-feet high, reinforced concrete with #3 Deformed Steel Reinforcement, six-inches (0'- 6") on-center, both ways.

(5) Dimensions and Characteristics: The area is at least 24 feet in width and 40-feet in depth, with an inspection pit accessed via stairs for undercarriage inspection.

(6) Illumination: The room shall be well lighted (80 to 100 Foot Candles) from walls, ceiling, and inspection pit (floor) and be painted white for maximum visualization.

D. Pickup/Drop-off Aprons:

(1) Program Documents: Consult the program documents for the area and size of the Pickup and Drop-off aprons to be provided for the project.

(2) Types of Pickup/Drop-off Aprons: There are two types of Pickup and Drop-off Aprons, which need to be defined for design and area computation purposes. The first type is an automobile pickup/drop-off apron. The purpose of this apron is to allow a point for taxi or private owned automobiles to pick-up or drop-off someone close to a handicapped entrance of the building. The second type is for public transit (bus) pick-ups and drop-offs. Both types shall have provisions for handicapped accessibility.

(3) Screen Walls of masonry or of the same design of the Security Barrier are authorized. However, landscape and planting may be used as a screening alternative.

(4) Layout, Loads, and Usage: Apron areas shall be based on an economical layout and on the maximum loads and repetitions anticipated.

(5) Drainage: The surface and subsurface areas for paved area shall be adequately drained to prevent freeze-thaw deterioration.

(6) Rigid Pavement: The paving for all aprons shall be rigid pavement with a minimum of eight inches (8") installed over a minimum of six-inches (6") compacted dense grade aggregate over six-inches (6") of compacted course grade crushed stone. Unless specifically required otherwise, pavement edges shall be thickened to twelve inches (1'- 0") thick. The soils under pavement shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80. Special care shall be given to providing adequate expansion and contraction features. The use of geotechnical fabrics is authorized when deemed necessary by the design professional.

(7) Exposed (rigid) Concrete shall be air entrained or polymer treated for weather resistance.

(8) Reinforcement: Minimum reinforcement for all concrete pavements shall be 6" x 6", #6/#6 Woven Wire (steel, ungalvanized) Mesh.

(9) Pavement Finishes: Apron pavement surfaces shall be troweled and broom finished.

(10) Curbs: Rigid concrete curbs are authorized.

E. Service and Access Aprons:

(1) Program Documents: Consult the program documents for the area and size of service and access aprons to be provided for the project.

(2) Types of Service and Access Aprons: There are three types of Service and Access Aprons, which need to be defined for design and area computation purposes. A building apron extends 60 feet from a loading dock. The second type of apron is measured out from the Sallyport 60 feet. The third type of apron is a 10'-0" X 30'-0" for a trash Container and Trash Container access. Location of the trash container slab should be securable to prevent public access to the trash container.

(3) Screen walls of masonry or of the same design of the Security Barrier are authorized. However, landscape and planting may be used as a screening alternative.

(4) Layout, Loads, and Usage: Apron areas shall be based on an economical layout, and on the maximum loads and repetitions anticipated.

(5) Drainage: The surface and subsurface areas for paved areas shall be adequately drained to prevent freeze-thaw deterioration.

(6) Rigid Pavement: The paving for all aprons shall be rigid pavement with a minimum of eight inches (8") installed over a minimum of six-inches (6") compacted dense grade aggregate over six-inches (6") of compacted course grade crushed stone. Unless specifically required otherwise, pavement edges shall be thickened to twelve inches (1'- 0") thick. The soils under pavement shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80. Special care shall be given to providing adequate expansion and contraction features. The use of geotechnical fabrics is authorized when deemed necessary by the design professional.

(7) Exposed (rigid) Concrete shall be air entrained or polymer treated for weather resistance.

(8) Reinforcement: Minimum reinforcement for all concrete pavements shall be 6" x 6", #6/#6 Woven Wire (steel, ungalvanized) Mesh.

(9) Pavement Finishes: Apron pavement surfaces shall be troweled and broom finished.

(10) Curbs: Rigid concrete curbs are authorized.

F. Detached Facility Sign: In addition to the building mounted sign(s) described elsewhere, herein, a detached facilities sign may be provided when it is deemed that the identity of the facility is necessary at a location close to the street. The sign should simply and clearly identify the facility.

G. Security Barrier:

(1) Description: A security type barrier consisting of a minimum six feet (6') in height and capped with an anti-climber device(s) constructed in such fashion as to minimize the visual effect is to be provided to enclose the area stipulated on the program documents. Anti-climber devices may be omitted on security barriers with a height of ten feet (10'-0") and greater. See (5) below for minimum clearance.

(2) Vehicle Gate(s) may be swinging or rolling, (decision at the discretion of the user).

(3) A personnel gate should be provided at locations where significant foot traffic may be involved (see item (5) below).

(4) Building Connection: The barrier should usually be tied to the building(s) in order to provide the most economical enclosure of the protected area. Generally, only the secure parking areas and sallyport would be barriered.

(5) Clearance to Pavements: The barrier may be located no less than six (6) feet from the edge of the parking pavement and the area between the pavement edge and fence should be grass seeded.

(6) Access: Consult AOC Facilities Office, Security Systems Section for site-specific requirements.

H. Exterior Fire Protection:

(1) Concerns: There are three (3) major concerns, which must be addressed in regard to exterior fire protection. The first is accessibility for emergency equipment. The second is the nature and location of fire hydrants. The third consideration is given to the size of the structure, the type of construction, and the exposure to fire hazards that it creates or receives from nearby buildings.

(2) Access: The facility must be designed to allow "pre-planned" access by the local fire response agency. Close coordination regarding this matter with local fire response officials shall be executed by the A-E. Care must be taken to not adversely compromise any barrier for "non-fire response agency" vehicle's approach to the Primary Facility. If necessary, removable bollards may be strategically positioned to afford fire response vehicle access.

(3) Fire Hydrants:

(a) The number, size, and nature of fire hydrants positioned on the exterior walls of the Primary or Supporting vertical structures and positioned in close proximity must be determined to afford the most effective response by the local fire response agency. Close coordination regarding this matter with local fire response officials shall be executed by the A-E. For programming purposes, a number of hydrants are listed. This number, by no means, is to be considered as a limitation.

(b) Where the facility is to be built in a community served by municipal or private water systems and fire fighting forces, fire hydrants and a water main may be provided to ensure that two fire hydrants (including existing) are within 100-FT of the building.

(c) Extension of water mains for fire protection is limited to the shortest length from the existing main required to locate the hydrants within 100-FT, but not less than 50-FT of the building with

no more than 100-FT of pipe located outside the project property.

I. Access Roads/Entrance Throats:

(1) Program Documents: Consult the approved program document for the total authorized amount of paved area. Access Roads and Entrance Throats shall be constructed with rigid concrete pavement.

(2) Rigid Concrete paving sections will be designed in accordance with the design professional's recommendation based upon the typical vehicle weights and repetitions anticipated. However, pavements shall have a minimum of eight inches (8") installed over a minimum of six-inches (6") compacted dense grade aggregate over six-inches (6") of compacted course grade crushed stone. Unless specifically required otherwise, pavement edges shall be thickened to twelve inches (1'- 0") thick. The soils under pavement shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80. Special care shall be given to providing adequate expansion and contraction features. The use of geotechnical fabrics is authorized when deemed necessary by the design professional.

(3) Exposed (rigid) Concrete shall be air entrained or polymer treated for weather resistance with a non-skid surface.

(4) Drainage: The surface and subsurface areas for paved areas shall be adequately drained to prevent freeze-thaw deterioration.

(5) Primary Entrance/Access Road shall be at least twenty-four feet (24') wide, but preferably three-lane (1 enter, 2 exit) thirty-six feet (36') wide.

(6) Secondary access roads and access lanes in parking areas are limited to twenty feet (20') minimum in width, without shoulders.

(7) Paving for Circulation Lanes is included in the authorization of paving for the parking areas and is not chargeable to the authorization of paving for access roads.

(8) Acceleration/Deceleration Lanes for entry/exit to the main road to the facility are not authorized without specific authorization by the General Manager of Court Facilities or supported with other than project funds.

(9) Pavement Painting and marking shall be provided for maximum identification of traffic control and pedestrian crossings.

(10) Curbs: Rigid concrete curbs shall be installed around the entrances.

(11) Turning Radius: An adequate turning radius based on automobiles, service vehicles, and delivery vehicles driven or towed shall be used in the design.

J. Curbs:

(1) Materials: Supreme and Appellate Court Facility(ies); Rigid Concrete Curbs or Cut Stone. All other facilities; Rigid Concrete, as described below.

(2) Curb Extension: Curbs shall extend a minimum of four-inches but no more than six-inches

above the pavement surface.

(3) Exposed (rigid) Concrete shall be air entrained and/or polymer treated for weather resistance with a non-skid finish.

K. Walks:

(1) Description: An accommodating, ADA compliant system of walks on the site is imperative and is required. Sidewalks generally connect the primary and secondary building entrances to the parking area(s) and to the main vehicular access points. However, for Court of Justice Facilities, walks should also be integrated into the landscape plan to enhance the facility's appearance.

(2) Dimensions: As a general rule, walks should be six feet (6'), except at the main entrance/flagpole location, where it may be increased to ten to fifteen feet (10'-15') or more; the total area should not exceed the amount authorized on the programming documents, without prior approval from the AOC General Manager of Facilities.

(3) Materials: Generally, rigid concrete is acceptable for walks. However, other materials, such as brick and stone paves, may be considered if the cost does not exceed the (overall) budget.

(a) If rigid concrete is used the following applies: Single layer poured in-place 3,000-4,000 PSI rigid concrete (twenty-eight (28) day compressive strength). Concrete shall be a minimum of four-inches (4") thick for exclusively pedestrian areas over a minimum of four-inches (4") of compacted Dense Grade Aggregate. Areas which shall be subjected to vehicular traffic shall be a minimum of six-inches thick with 6"x 6", #6/#6 W.W.M. reinforcement. The soils under pavement shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80. Surfaces shall be broom finishes and edged joints and sides unless the AOC General Manager of Facilities approves another design pattern. Walks may have a thickened edge adjacent to parking areas. Fiberated concrete is authorized. All exposed rigid concrete shall be air entrained or polymer treated for weather resistance with a non-skid finish.

(b) If other paving materials are approved, they shall be designed in accordance with the best available engineering techniques to ensure greater durability than rigid concrete. The soils under all pavements shall be compacted and stabilized to a minimum California Bearing Ration (CBR) of 80.

(4) Rigid Concrete Pads, in accordance with Paragraph 3(a) above, should be provided at emergency exit doors, but connections to other sidewalks may not always be required.

L. Flagpoles:

(1) Description: Normally, three (3) ground set flagpoles (fixed or tilt down type, thirty feet (30 FT) high, tapered aluminum, cleat cover, and locking device), each with double truck and ball should be provided if authorized on the programming document.

(2) Alternate: Subject to the approval of the AOC General Manager of Court Facilities, three (3) building mounted flagpoles (maximum length, twenty feet (20') may be substituted.

M. Lawn Sprinkler System (Irrigation): If authorized by the Program Documents a Lawn Sprinkler System (irrigation) may be provided for the facility's grounds and gardens. This system shall have a

dedicated water supply(ies), freeze resistant, and be manually, timer, and zone operated. The system shall be of a commercial (durable) type (not residential type).

N. Loading Dock: A loading dock may be provided as part of the primary facility if included in the Construction Program Documents. The loading dock shall be equipped with an electric-powered dock leveler. Special consideration shall be given to insure that the loading dock's "Apron" is level so delivery vehicles are not "tilted" with respect to the dock.

O. Controlled Waste Facility (covered and enclosed):

(1) General: If required by Program Documents, a concrete masonry building with a concrete floor or building of equivalent or less cost will be provided. The size of this building shall be obtained from the programming documents. This may be a separate building adjoining the primary facility or a storage facility, and shall generally be constructed of noncombustible materials such as a prefabricated metal building/structure or a building of equivalent cost.

(2) Structure Constructed On-Site:

a. General: Portioning off of individual storage cells will be designed to provide secondary spill containment within each cell. The building will be designed to allow waste to be conveniently stored inside each cell in drums, metal boxes or pallets, and easily loaded/unloaded using a forklift or by manual means. One (1) personnel door and one (1) eight foot high (8' X 10') sectional or roll up metal door for a facility requiring forklift operations is authorized. The concrete floor slab shall have compressive twenty-eight day strength of 3,000 - 4,000 PSI, which is sloped as necessary.

b. A six-foot (6') security barrier should be used to separate the various types of controlled waste in accordance with the latest waste management requirements.

c. An eye wash/deluge shower equipped with an audible alarm activated when the eyewash/shower is operated, and with the alarm located where workers outside the facility can hear and respond to the alarm, should be installed in case of accidental personnel exposure to harmful wastes. The eyewash/shower should be located for easy access from any point within the facility without obstructions.

d. No floor drains should be installed.

e. The building should be located within a secured compound, located to minimize the impact of accident contamination to surface run off. One (1) grounding rod for the entire building, wired in series, to ground an anchor bolt installed in the concrete floor for each separated chain link fence area for grounding flammable materials in metal containers should be provided.

f. The entire concrete floor and curb shall be painted with a clear epoxy paint applied in accordance with the manufacturer's instruction to eliminate the possibility of controlled wastes from being absorbed by or leaking through a crack in the concrete.

g. Adequate expansion joints shall be installed composed of a special liquid tight joint, such as that used in swimming pool construction should be used. Continuous roof ridge ventilation and continuous ventilation between the edge of the floor slab and the sides should be provided for adequate gravity ventilation.

h. Minimum air changes per hour are to be 6.

(3) Prefabricated Structure: These structures are pre-engineered and pre-assembled at the manufacturer's facility and are designed to store controlled waste products in accordance with local, state, and federal codes and regulations. The containment sump capacity should be 25% or more of the volume stored, or sized to comply with all EPA spill containment requirements. If required, shelving and access metal ramps affixed to the structure may be purchased as part of the unit. These structures are to be attached to a concrete slab and the electrical power line is to be hardwired to the electrical control panel of the structure. The same electrical and mechanical criteria mentioned above apply to this structure.

2-4 Utilities (Exterior)

A. General: All building utility service lines should be underground where possible. The designer should verify that all utility services are available at the site and should stipulate in the contract documents that the contractor is to coordinate with local utility companies on the division of work to the extent necessary to assure that, when the facility is completed, all utility services will be connected and operational without further cost. It should be noted that the state share of the total cost of all utility connections, when they exceed the program document estimate, shall not exceed ten percent (10%) of the state share of the building cost unless specifically approved by the AOC General Manager of Facilities; the length of the service line qualifying for state funding for each utility is limited to the distance of the shortest run from the five-foot building line to the property line adjacent to the public right-of-way (providing ingress and egress for the site), plus 100 linear feet for connection of the existing utility system. For any other type of facility collocated with a project, the utility connections should be connected into the building utilities if that would be the most economical. Bumper guards or posts may be provided for exposed utility components and/or light standards if location outside the vehicle traffic area is not feasible. Emergency power may be provided when sewage lift stations are necessary.

B. Electric, Exterior:

(1) Buried PVC or Concrete Conduit, with the size and capability for 150-percent of designed current needs shall be provided for all electrical service, unless specifically authorized otherwise for smaller facilities, additions, and/or alterations to existing facilities. Approval for deviation from conduit must be obtained from the General Manager of Facilities or his or her designee in Phase A design development.

(2) Direct burial cable may be used, when authorized by the AOC General Manager of Facilities. Conduit shall use in sections passing under paved areas, unless the electric company's policy is to install all underground service in conduit or conduit is required in the Program Document. The electrical criterion for exterior and interior lighting is further explained in Chapter 7.

(3) Secondary power supply line may extend from the power panel in the Primary Facility up to 100 feet outside the property line and sized adequately to accommodate any future project demand. A secondary/step down transformer is authorized if required. Extension of a primary power supply line, substations, and transformers should be the municipalities or states financial responsibility (except for 100-percent state structures located on state property). An outside emergency generator hook-up (quick connect-disconnect) shall be provided near the main power panel (generators and portable power equipment are not supportable from State construction funds).

C. Telephone:

(1) Underground Cable(ing) of fiber and/or sufficient pairs of wires should be installed to accommodate present and future requirements of the needs of the units/functions located within the facility. The AOC General Manager of Facilities, during the programming stage of the project, should coordinate with the AOC General Manager of Information Services to determine the exact type of telephone system to be installed and provided to the design agent.

(2) Fiber Optic outside cable should be considered even for locations where telephone companies' primary cable is not a fiber optic cable. The fiber optic cable would still allow for connection to a conventional telephone system inside the building.

(3) Plastic Conduit shall be used, unless otherwise authorized by the AOC General Manager of Facilities or his or her designee during Phase A Design Services, instead of direct burial cable to expedite changing cables, repair of broken lines, protect the cable from breakage during future excavation and/ or to protect the cable from rodents, etc. Also, if the telephone company is to install cable and requires the building contractor to dig the trench for the conduit, or if the telephone company requires the contractor to furnish and install the cable, these items are to be included in the construction contract.

D. Water (Potable):

(1) Piping: Plastic piping, Type K Copper (for line size 2" or less in diameter) or a pipe of equivalent quality and cost may be used for the service connection, unless there are specific circumstances requiring the use of some more expensive material. Typically, plastic pipe is used for exterior applications of two inches (2") and larger.

(2) Insufficient Water Source: In the event that a sufficient water supply system is not available in the general area, a storage tank or a well with an appropriate treatment system may be utilized, if approved by the AOC General Manager of Facilities, and a tank or well consistent with the requirements of the local authority having jurisdiction.

E. Sanitary Sewage System:

(1) Piping should be concrete, corrugated metal, plastic, or a piping of equivalent quality and cost unless there are special circumstances requiring the use of a more expensive material.

(2) Type: A gravity type sewer should be used.

(3) Insufficient Sewer System: In the event that a sufficient municipal system is not available in the general area, a storage tank/lift system, packaged sanitary treatment system or septic system (tank and drainage field), whichever is the most economical (located within the property boundaries) may be utilized. However, care must be exercised to comply with the requirements of the state and local authority having jurisdiction while still minimizing construction and operational costs.

(4) Alternatives: A storage tank/lift system, septic system (tank and drainage field) should be used or, if not allowed by code, a package treatment plant may be used, as a very last resort, if sewer system is uneconomical or not available.

F. Natural Gas: Natural gas is normally the most economical fuel of choice, (if available at the site or if non-State funds are available to bring it to the site). See Chapter 6, Paragraph 6-1. Piping should be vinyl clad steel pipe, plastic, or some other piping material of equivalent quality and cost.

G. Fire Protection (Exterior): See Chapter 6, Paragraph 6-2.

H. Heating Fuel Storage System: Consult the program documents for authorization, type(s) of fuel and tank sizing.

2-5 Provisions for the Handicapped

A. ADA-Related Costs: State support for costs associated with providing features required for accessibility and usage by the handicapped are to be based on the Americans with Disabilities Act unless a more stringent state requirement exists (a fact which must be documented by a "Certification of State Code Requirement", See Appendix C).

B. General: The design guidance and criteria for State support can be summarized as follows: Handicapped parking as stipulated in the "ADA" and in accordance with state requirements.

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Chapter 3. Primary Facility

3-1 General

This chapter addresses those items, which are part of the “Primary Facility” (the main building or structure) and are classified as “Primary Facilities” in Court of Justice Rule of Administrative Procedure Part X., Section II, Court Facilities Criteria. This chapter addresses those items contained in the Court Facilities Criteria Primary Facility section(s).

3-2 Architectural/Structural

A. Exterior Aesthetics: The facility should complement the existing architecture of the surroundings, symbolizing not only its role but also the close relationship to the community with which it is affiliated. The exterior finish should have an anticipated wearout/rehabilitation/repair duration of no less than 50-years. The exterior wall finish should generally consist of stone, face brick (colored mortar may be used), stucco, Exterior Insulated Finish System (EIFS), plaster, or appropriate combinations. If a standing seam metal roof system is selected, metal trim may be used to blend the exposed metal roof surface with the principle wall surface material.

(1) Special Considerations:

(a) Birds: Facility exterior design shall eliminate perches and sheltered areas for bird habitats, particularly pigeons and starlings. Specifically, windows and offsets should be designed small enough or with sufficient slope to not allow roosting.

(b) There shall be no points of access or point easily breached by squirrels, raccoons, or other vermin.

(2) Main Entrance Approaches, which includes steps and ramps to main public entrances and walkways in the immediate vicinity, may be constructed with material other than concrete. Steps and areas under roofs, including the approaches from tops of steps to front doors, may be stone or other durable, highly weather resistant paving materials. Handicapped ramps shall be constructed of non-skid materials. Areas beyond front steps, which extend to curbs or walkway systems, may be constructed with durable paves, such as brick paves.

B. Functional Grouping of Interior Space:

(1) General: The primary purpose of every Court of Justice facility is to provide a safe and efficient environment in which the assigned courts and affiliated functions can be administered.

In addition to functional spaces, additional space may be authorized for certain special activities, which are not present at every court facility in accordance with the Court Facilities Criteria. These non-criteria spaces may be authorized on a case-by-case basis as “Exceptions to Criteria”. For this reason, a careful study of the space authorizations on the programming documents is essential to an understanding of how best to arrange the various functional groups in any given case.

A further complication arises from the fact that certain functional spaces are for public access, certain areas are accessed only by the Judicial Staff and certain areas are used for prisoners. Figure 3-1 shows the optimum physical relationship for the various "sole use" spaces some guidelines to be applied in trying to arrive at the best relationship in any given instance are described in the following paragraphs.

(2) Circulation Patterns: There are three (3) distinct circulation patterns within a court facility, which terminate in courtrooms. First there is public circulation, which must pass through security check(s) prior to entering a courtroom. Second there is Judicial Staff circulation, which begins in the secure parking area and requires a high degree of security. Third there is prisoner circulation, which begins at the sallyport and ends in the courtroom.

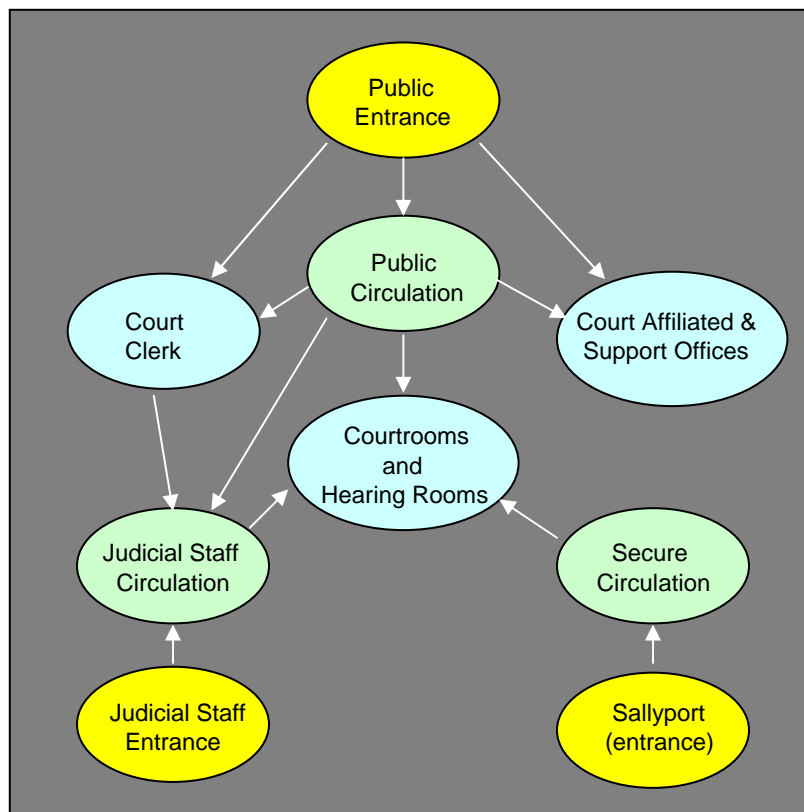


Figure 3-1 Physical Relationships for Functional Areas

(3) Rectilinear Shapes should be used, when possible, for both functional spaces and the building envelope to obtain a compact form.

(4) Spaces Having Similar Heights should be grouped together.

(5) Expandable Spaces should be located adjacent to exterior walls.

(6) Administrative Spaces where possible should be located adjacent to exterior walls to take advantage of natural light and ventilation.

(7) Open Office Areas: Use of interior open office plans should be considered for larger administrative spaces.

(8) Functional Space Grouping: Functional spaces should be grouped horizontally and vertically by service requirements, whenever possible. For example, toilet facilities and air-conditioned spaces should be grouped together horizontally and vertically.

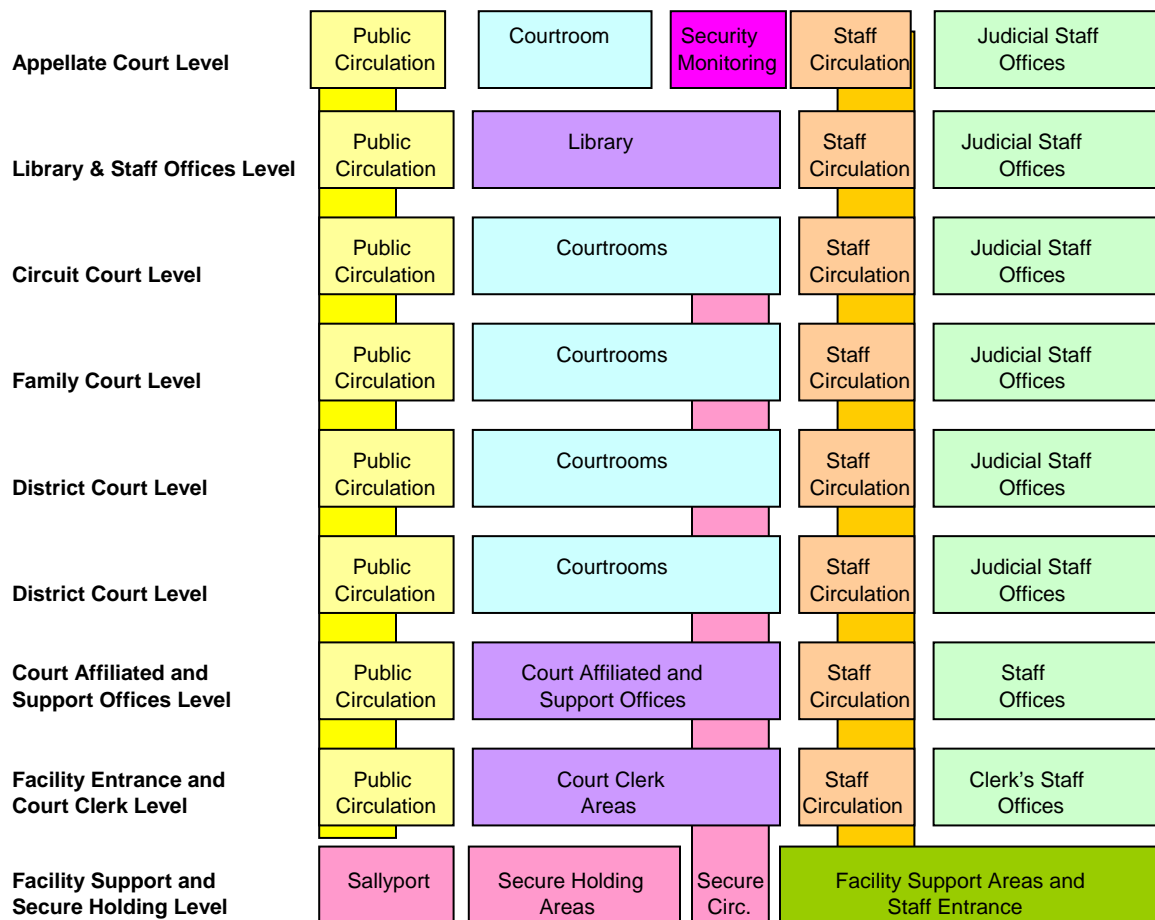


Figure 3-2 Typical Functional Area Stacking

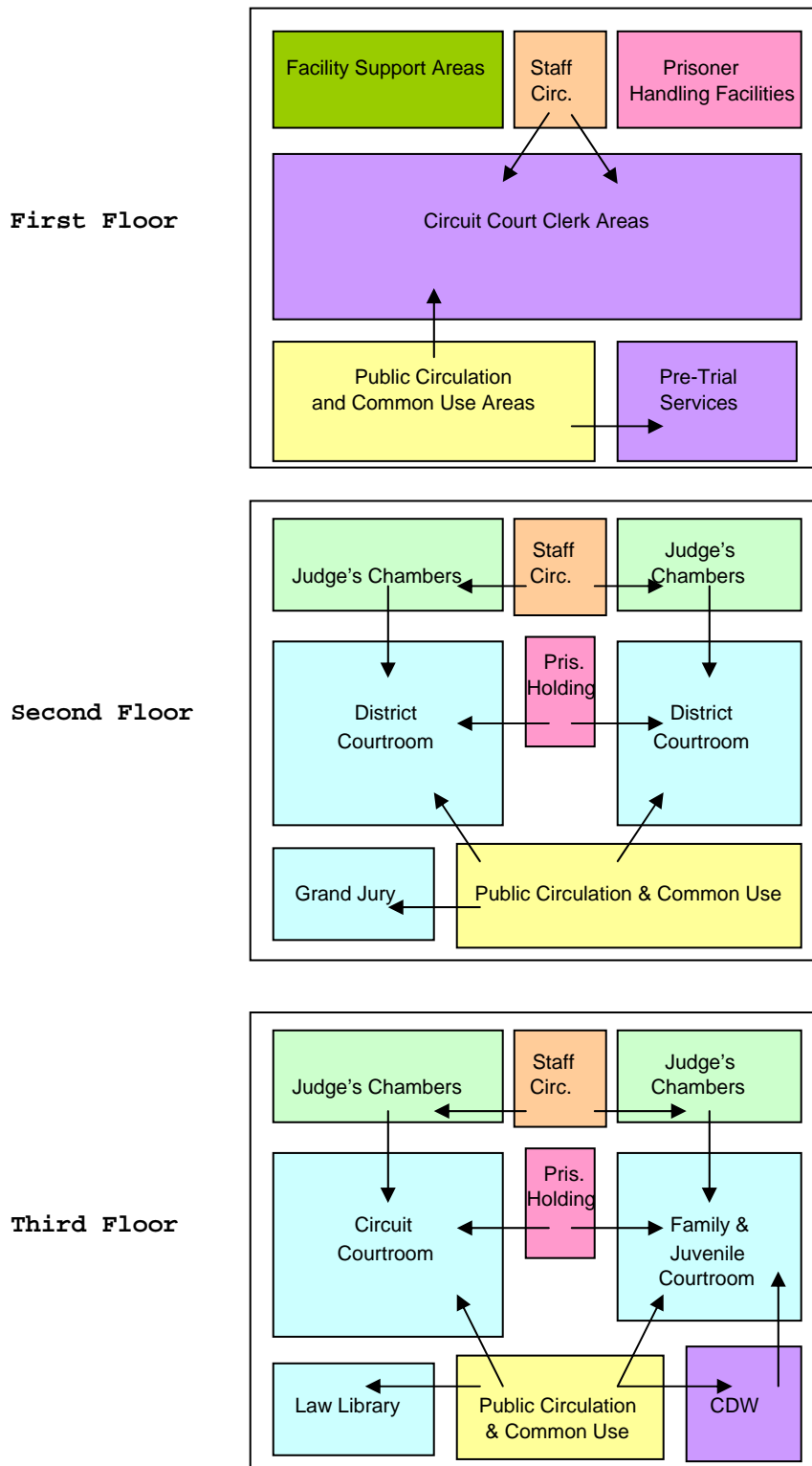


Figure 3-3 Example Floor Diagram (Urban/Metro)

C. Common Use Areas:

(1) Smoking Rooms: Smoking Rooms may only be specifically authorized by the AOC General Manager of Court Facilities. If authorized, Smoking Rooms shall be no greater than 25% of total staff break areas and no greater than 15% of the Public Vending and Lounge functional areas. These areas shall be equipped with an independent HVAC system but have provisions to include the areas in the Primary Structure HVAC system in the future.

(2) Circulation (including lobby):

(a) The three circulation systems are for interfunctional use only as authorized in the Factored Areas portion of the criteria. Intrafunctional circulation is included in the individual functional space allowances. The three (3) distinct circulation systems are as follows:

- Public Circulation: Allows public access to Courtrooms, Hearing Rooms, Court Clerk's Offices, Court Affiliated and Support Offices and (via secure entrances) the Judicial Staff offices.
- Judicial Staff Circulation: Allows Judicial Staff (Judges, Court Staff, and Jurors) movement from secure parking area to applicable Chambers, offices, and areas and Courtrooms and Hearing Rooms.
- Secure Circulation: Allows segregated, secure movement of prisoners from Sallyport and Secure Holding Areas to Courtrooms and Hearing Rooms.

(b) As noted above, large Public interior open spaces should be used as a circulation element.

(c) Corridors should provide direct access to functional spaces without the use of offsets or elaborate circulation patterns. Perpendicular inter-corridor connections are desirable.

(d) All non-secure interior corridors should be double loaded.

(e) Non-Secure Corridors should serve at least two (2) or more spaces.

(f) Corridor width should be based on the anticipated use but should not exceed seven feet (7') unless required by an applicable code or justified and approved as an exception.

(g) Only one (1) main lobby should be provided. A secondary, smaller lobby may be provided to the Circuit Court Clerk and Court Affiliated and Support Offices.

(h) Vertical (stairs) circulation should be strategically located adjacent to corridors.

(i) The following situations should be avoided to eliminate costly building space:

- Corridor network servicing the same functional spaces.
- Corridors located adjacent to exterior spaces. (Single loaded).

- Corridors located adjacent to large interior area functional spaces, i.e., the courtrooms, which can function as a circulation space.
- Enclosed corridors located adjacent to an open work area. (Unless required by state life safety code as a means of regress).
- Alcoves to rooms unless necessary to meet an applicable code requirement. However, a wall recess for future installation of a display cabinet in the lobby may be considered, particularly when the lobby space is limited.
- Enclosed vestibules to toilet rooms, locker rooms and other similar functional spaces. A screen wall should be incorporated.

(j) Elevators: Three types of elevators may be authorized for facilities with greater than one floor. All elevator cabs shall be provided “protective blankets” and provisions for hanging the blankets inside the cabs.

- Public elevator(s) shall be sized in accordance with State Code or other state/federal regulations for accessibility and shall be accessed only through public areas. These shall be finished to complement public circulation finishes. Floor finish shall not be carpet but shall be a durable, non-porous material.
- Judicial Staff elevator(s) shall be sized in accordance with State Code or other state/federal regulations for accessibility and shall be accessed only through Judicial Staff areas. These shall be finished to complement Judicial Staff circulation finishes. Floor finish shall not be carpet but shall be a durable, non-porous material.
- The elevator(s) that transport prisoners shall also be sized (hospital patient transport size minimum) for use as a freight (service) elevator if separate freight elevator is not programmed. These elevators shall have brushed stainless steel wall panels and checker plate metal floors. Additionally, these elevators shall contain security override provisions including keyed or electronic access and controls, audio/video monitoring, and continuous audio contact with the Security Control Station. All other controls to comply with State and Federal Regulations for accessibility shall be provided as required.
- Freight (service) Elevators: Provide at least one (1) freight-sized elevator for Urban-Metropolitan Court facilities. This elevator may double as a prisoner transport elevator. These elevators shall have brushed stainless steel wall panels and checker plate metal floors.

3-3 Quality of Work

A. General: Court of Justice facilities are constantly on public display and scrutiny. The quality of materials, workmanship, finishes, and all other aspects of Court Facilities shall be of the highest caliber.

B. Materials: As a general rule, residential-type materials are not acceptable for use in Court of Justice facilities. Commercial grade, highly durable, and aesthetically pleasing materials shall be used to the greatest extent possible. Examples of residential materials not acceptable includes, but is not limited to: brick, stone, light switch covers, laminate surface finishes, lighting fixtures, windows, and doors.

C. Workmanship: Only the highest caliber of workmanship is acceptable for Court of Justice facilities. The degree of quality acceptable is only the best. Examples of unacceptable workmanship includes, but is not limited to: uneven concrete flooring, dry-wall tape exposure through painting, rough finishes, failure to comply with approved drawings and specification, unmatched corners in casework, unacceptable wood and casework finishes, paint over spray, uneven masonry work, etc.

D. Trade Workers: Extreme care shall be taken in the selection of contractors and sub-contractors to insure a very high degree of trades-work proficiency and workmanship. Court of Justice construction projects provide wage grade compensation for workers and insist that these wages are paid to qualified and competent personnel.

E. Mitigation and Remediation of Substandard Work: The AOC General Manager of Facilities has the authority and reserves the right to have removed from construction sites any and all contractors and/or subcontractors and/or personnel who demonstrate substandard work skills resulting in poor workmanship and/or who fail to adequately execute approved plans and specifications. Should the AOC General Manager of Facility exercise this right, the responsible party (e.g., General Contractor, Construction Manager, Construction Bonding Company) shall immediately prepare a proposal, at no charge, to insure the work is properly executed, at no further cost to the project.

3-4 AOC Provided Furnishings and Equipment: The Administrative Office of the Courts typically provides telecommunications systems (less wiring infrastructure), security systems, office furnishings, chairs, and, in some instances, portions of the data infrastructure. The A-E must coordinate with the AOC Department of Facilities to determine what items, such as wiring, conduit, junction boxes, etc., must be included in the construction contract documents for a facility.

3-5 Provisions for AOC Provided Furnishings and Equipment: All elevators, lifts, accesses, conduit, wire management systems, etc. shall be made available for use by AOC personnel in the installation of furnishings and equipment at no additional expense.

3-6 Provisions for the Handicapped

State support for additional costs associated with providing features required for accessibility and usage by the handicapped is based on the Americans with Disabilities Act unless a more stringent state requirement exists (a fact, which would have to be documented by a "Certification of State Code Requirement").

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Chapter 4. Primary Facility Functional and Non-Functional Areas

4-1 General

This chapter provides descriptions and components of functional areas for Primary Facility as contained in Court of Justice Rule of Administrative Procedure Part X., Section II, Court Facilities Criteria. Components listed and described in this chapter may or may not be authorized for individual projects. Consult program documents for specific project authorizations.

4-2 Court Facility (Rural, Urban and Metropolitan Court Facilities) Functional Area Descriptions

A. Jury Trial Courtrooms:

(1) Jury Trial Courtroom Components

- Litigation Area
- Spectator Area
- Robing Room
- Robing Room Restroom
- Vestibule/Security Check
- Public Waiting Area
- Jury Deliberation Area
- Jury Lounge Area
- Jury Restroom(s)
- Witness/Victim Area
- Attorney/Client Area
- Prosecutor's Area
- Law Enforcement Waiting Area
- Prisoner Holding Area
- Trial Storage Area
- Audio/Visual Equipment Area
- Press Room
- Attorney Workroom/Lounge

(2) Litigation Area

(A) Components of the Litigation Area

- Judge's Bench
- Clerk's Station
- Court Reporter's Station
- Witness Stand
- Bailiff's Station
- Jury Box
- Lectern
- Attorney Tables
- Audio/Visual System(s)
- ADP System(s)
- Security Provisions

(B) Room Shape: The room should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided. Room shall be no less than 38-feet in width, preferably 42-feet in width.

(C) Room Height:

- Standard Courtroom: 12 to 14 feet
- Large or Multi-Defendant Courtroom 14 to 16 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles, true color.
- Lighting controls should be provided at a point on the Bench and convenient to the Judge. The Judge shall remain forward facing to access the lighting controls. Minimal controls shall also be provided at entry/exit points from Public and Judicial Circulation.

(E) Environment:

- Control of temperature from the vicinity of the Judge and Clerk.
- Ventilation of the courtroom should provide a comfortable, quiet environment for the participants.
- When the room is not in use, the controls should allow the room to go into a "stand-by" mode, which expends minimal energy.
- Destratification ventilation (circulation) should be active in non-use periods.

(F) Acoustics:

- The wall behind the Judge's Bench and Witness Box should be sound reflective.
- Other wall surfaces should be moderately sound absorptive.
- Walls should have a minimum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the Courtroom through the use of electronic amplification and diffusion of sound throughout the Litigation Area
- Limit reverberation.
- Eliminate noise-producing devices, equipment, etc. from inside and other areas surrounding the Courtroom (e.g., restrooms, mechanical rooms, fan motors, switching devices, etc.).
- In extreme circumstances when approved or programmed by the AOC General Manager of Facilities, may incorporate an active noise canceling system. Such extreme circumstances may include: very busy railroad tracks, high level of traffic of emergency vehicles, and so forth.

(G) ADA Consideration: All areas within the Litigation Area shall be handicapped accessible. Regarding elevated areas within the Litigation area such as Judge's Bench, Clerk's and Reporter's Stations, and Witness Box: If room does not exist to place fixed ramps for handicapped individuals, a vertical lifting device must be provided. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

(H) Security: The Litigation Area shall be equipped with the infrastructure (e.g., conduit, camera mounting points, wiring, etc.) to provide video and audio monitors to Security Monitoring

Station. Judge's bench shall be equipped with audio communications with the Security Control Room/Area. All Judges and Judicial Staff stations within the Litigation area shall be equipped with an under desk surface, button activated duress alarm.

(I) Each courtroom shall be equipped with a intercommunication and public address system that has the capability to announce the initiation of proceedings in or summon participants from adjacent public (waiting) areas, witness rooms, attorney-client rooms, and courtroom prisoner holding areas.

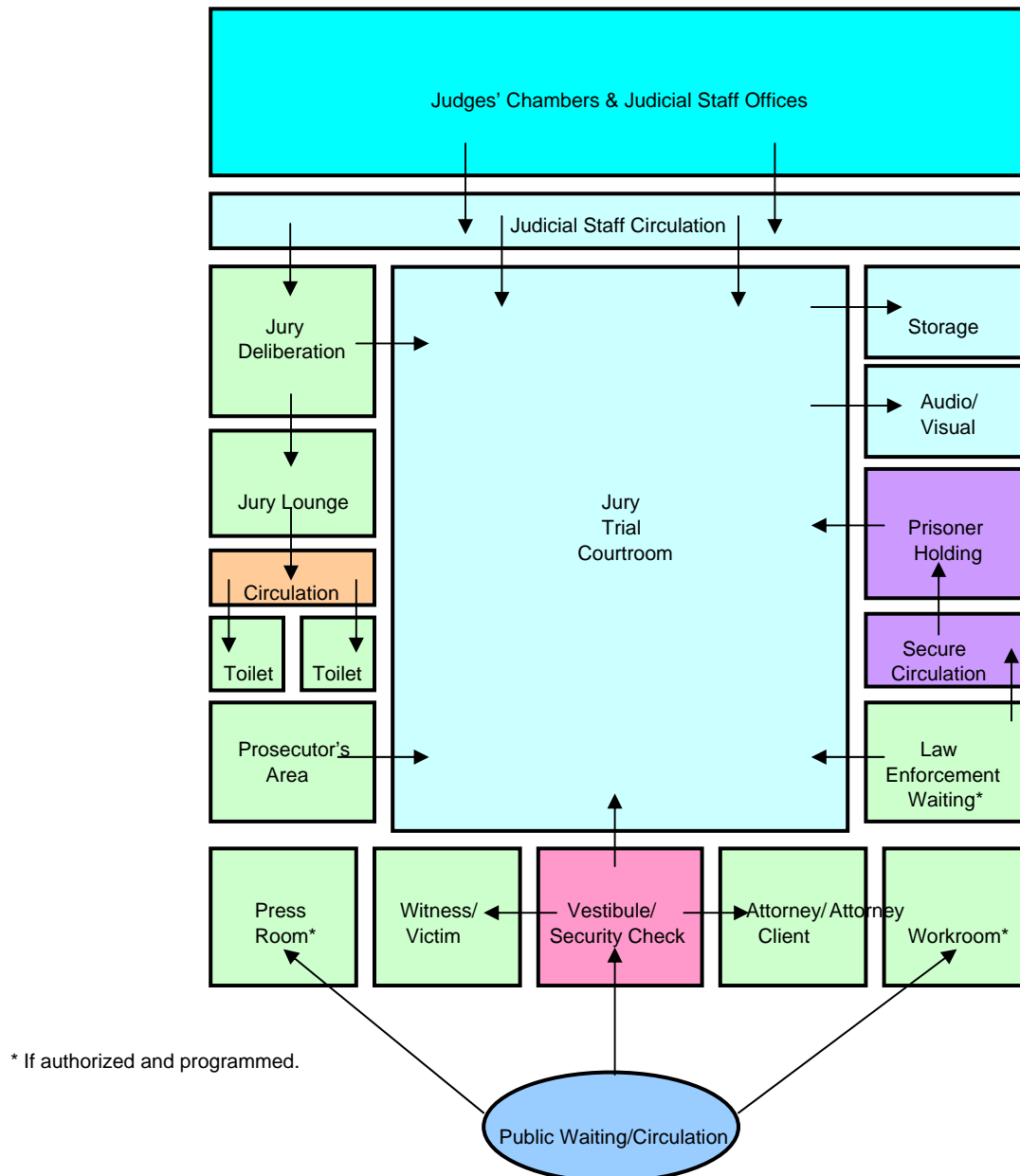
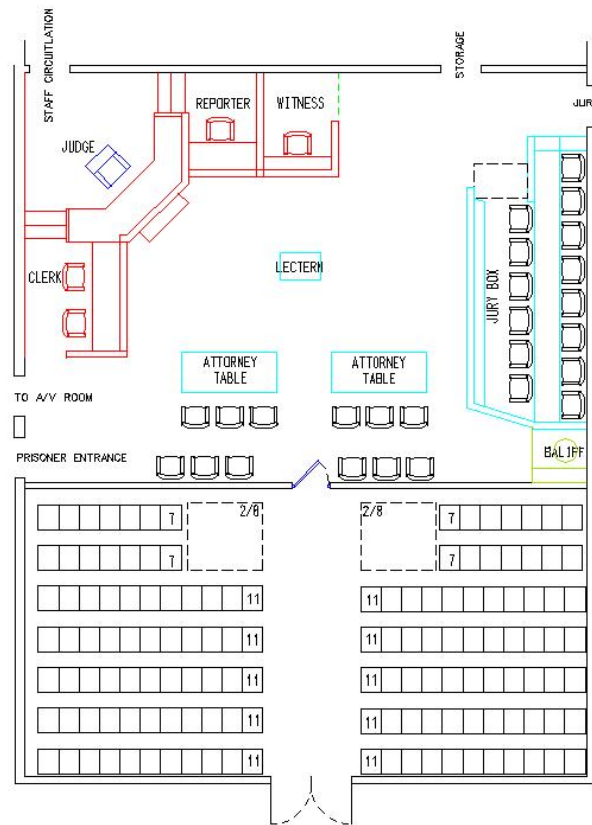


Figure 4-1. Jury Trial Courtroom Functional Area Relationships

(I) Approved Litigation Area Layouts: The following diagram is an example of an acceptable layout of a Litigation Area. Designers shall avoid circumstances where any participants of the proceedings, other than Attorneys and Clients, have their backs toward the spectator area.. There shall no built-up area between the Litigation area and the spectator area that prevents viewing of entire courtroom by the bailiff. While the above conditions are the general policy for litigation areas layout, traditional courtroom layouts in other configurations may be approved by the AOC General Manager of Facilities and/or the Facilities Standards Committee, when appropriate reasoning and consideration for such design alternatives is documented.

Corner Bench Courtroom Configuration Example. (no scale)



(3) Litigation Area Component Descriptions

(A) Judge's Bench: The AOC General Manager of Facilities may require that the Judge's Bench for a courtroom be constructed to accommodate an Appellate Judge Panel (10' to 12' work surface). Court facilities programmed with an Appellate Suite shall have one courtroom with a Judge's Bench constructed to accommodate an Appellate Judge Panel. Benches for use by Appellate Judge Panels shall be a centered bench configuration (as opposed to a corner configuration).

1 General: The dignity of the court should be reflected in the design of the bench. The bench should be impressive and functional with a spacious work surface shielded from public view. The bench should permit the judge not only to see and hear all persons in the courtroom, but also to be seen and heard by all.

2 Judge's Platform Elevation:

- Standard Courtroom: 18 inches minimum to 24 inches maximum above the floor level of the Litigation Area.
- Large and Multi-Defendant Courtrooms: 24 inches above the floor level of the Litigation Area.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: Non-reflective work surfaces.

- Standard, Large and Multi-Defendant Courtroom:
 - Width: 6 feet minimum, 8 feet maximum.
 - Depth, main surface: 2 feet minimum to 2½ feet maximum.
 - Depth, side returns: varies, with design approval.
 - Height: 29 inches.
- Courtrooms which can accommodate Appellate Judge Panels:
 - Width: 10 feet minimum, 12 feet maximum.
 - Depth, main surface: 2 feet minimum to 2½ feet maximum.
 - Depth, side returns: varies, with design approval.
 - Height: 29 inches.

5 Privacy Rail:

- 4-inches
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- A large, high-backed, castered chair of impressive appearance, preferably leather or simulated leather.
- Communications with Security Personnel, Court Officers, and waiting areas for witnesses.

7 Construction Material: Finished, furniture grade hardwood.

8 Side-Bar: for Bench conferences with attorneys.

- Depth: 14 inches minimum, 18 inches maximum.
- Width: 4 feet minimum.
- Height: Minimum 34 inches above finished floor, 36 inches maximum.
- Surface shall be mounted at a slight slope away from the bench.

9 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

10 Distance between bench and rear wall:

- 6 feet minimum.

11 Working Relationships:

- Should have immediate access to Clerk for the passing back and forth of printed materials (no privacy rail between Judge and Clerk).
- Shall have clear view of Jury Box
- Shall have clear view of Witness Box
- Should have "side bar" area for "across the bench" conferencing with attorneys.
- Should have close access to doorway leading to the Judge's Chambers or Judicial Staff circulation.

(B) Clerk's Station:

1 General: The Clerk's workstation should match the general appearance of the Judge's bench. The station should also be impressive and functional with a spacious work surface for up to two (2) clerks that is shielded from public view. The workstation should allow immediate and convenient access to the Judge for private communications and the passing back and forth of documents. Additionally there are electronic technology components which must be installed in the station's area. These items include a cabinet to house either digital audio system components or a video court reporter system.

2 Platform Elevation:

- Standard Courtroom: 12 to 18 inches above the floor level of the Litigation Area, minimum one step (vertical distance) below Judges Bench.
- Large and Multi-Defendant Courtrooms: 14 to 18 inches above the floor level of the Litigation Area, minimum one step (vertical distance) below Judges Bench.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

4 Work Surfaces:

- Width: 8 feet minimum to 10 feet maximum.
- Depth: 2 to 2½ feet with non-reflective surface.
- Height: 29 - 30 inches.

5 Privacy Rail:

- 4 inches minimum
- 6 inches maximum
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Forms shelves
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Sound, lighting and HVAC controls for Courtroom.
- A medium backed, castered chair of similar appearance to the Judge's chair.
- Removable panels for access to electrical and electronic components and wiring.

7 Construction Material: Finished, furniture grade hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between bench and rear wall: 6 feet, minimum.

10 Working Relationships:

- Should have immediate access to the Judge for private communications and the passing back and forth of printed materials.
- Should have close access to doorway leading to the Judicial Staff circulation.

(C) Court Reporter's Station:

1 General: The Court Reporter's Station may be positioned either on the opposite side from the Judge's Bench of the Clerk's Station between the Judge and the Witness Box or may be positioned in front of the Judge's Bench as a "free-standing" unit, if a court reporter is not typically used. Court reporting may be accomplished by an automated (audio/video) documentation system.

If an automated court reporting system is provided for a courtroom, the AOC General Manager of Facilities may elect to not include a Court Reporter's Station.

If an automated court reporting system is not provided the Reporter's Station the Reporter's Station should match the general appearance of the Judge's bench. The station should also be impressive and functional with a work surface shielded from public view. The workstation should allow the reporter to clearly hear all conversations in the litigation area and observe facial expressions of the participants, particularly the witness. If the court uses a (video) court reporting system, a court reporter may not be present in the courtroom for the documentation of proceedings. This does not negate the necessity to provide and install a Court Reporter's Station. In rare circumstances, a Reporter's Station may not be installed, but the area and provisions for future installation must be provided.

If an automated court reporting system is provided, the AOC General Manager of Facilities may elect to include one or more free-standing Court Reporter's Stations for the facility, which have been constructed to match the general appearance of the Judge's Bench, but, are constructed so as to be disassembled, boxed, banded, labeled, and stored within the court facility. These free-standing unit(s) shall be "bolt together" construction and shall be assembled for inspection, disassembled, boxed and banded, labeled and stored as per instructions of the AOC General Manager of Facilities. Additionally, floor mounted, flush electrical, telecommunications, and data infrastructure shall be provided for this unit.

Should a non-free standing unit be included, the following provisions shall be provided:

2 Platform Elevation:

- Standard Courtroom: 12 to 18 inches above the floor level of the Litigation Area, minimum one step (vertical distance) below Judges Bench.
- Large and Multi-Defendant Courtrooms: 14 to 18 inches above the floor level of the Litigation Area, minimum one step (vertical distance) below Judges Bench.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

4 Work Surfaces:

- Width: 4 feet minimum to 5 feet maximum.
- Depth: 2 to 2½ feet with non-reflective surface.
- Height: 29 inches.

5 Privacy Rail:

- 4 inches minimum
- 6 inches maximum

6 Provisions:

- Removable panels for conduit/cable access.
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Provisions for Recording/Transcribing equipment or controls or provisions for such equipment.
- A medium backed, castored chair of similar appearance to the Judge's chair.

7 Construction Material: Finished, furniture grade hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between bench and rear wall: 6 feet, minimum.

10 Working Relationships:

- Court reporter must be able to observe all participants as well as hear every word spoken and observe the proceedings and participants within the litigation area for official record.
- Should have close access to doorway leading to Judicial Staff circulation and may be accessed from Judge's Bench, if required by design or space limitations.

(D) Witness Stand:

1 General: The Witness Stand should match the general appearance of the Judge's Bench and the Clerk's and Reporter's stations. The station should also be impressive and functional with a small work surface. The Witness Stand should allow the Judge, Jury and the Reporter to clearly hear all witness's conversations and to observe his or her facial expressions. The Judge should have at least a three-quarter view of the witness.

2 Platform Elevation:

- Standard Courtroom: 6 to 12 inches above the floor level of the Litigation Area.
- Large and Multi-Defendant Courtrooms: 12 to 18 inches above the floor level of the Litigation Area, minimum one step (vertical distance) below Judges Bench.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable for elevated witness stands.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

4 Work Surfaces:

- Width: 4 feet minimum to 5 feet maximum.
- Depth: 18 inches to 24 inches with non-reflective surface.
- Height: 29 - 30 inches.

5 Privacy Rail:

- 4 inches minimum
- 6 inches maximum

6 Provisions:

- Removable panels for conduit/cable access.
- Adequate number of ports for ADP equipment cabling.
- Raceway or conduit for telecommunication/ADP cabling.
- Adequate number of A/C power receptacles.
- Provisions for microphone(s) (Recording/Transcribing and public address system(s)).
- A medium backed, non-castered chair of similar appearance to the Judge's chair, which can be easily removed for a Handicapped Witness.

7 Construction Material: Finished, furniture grade hardwood.

8 Armor, if Witness Box is facing Public Entrance to Courtroom, with approval from the AOC General Manager of Facilities:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

9 Distance between bench and rear wall: 6 feet, minimum.

10 Working Relationships:

- The Judge should have at least a three-quarter view of the witness and, if applicable, the interpreter.
- All of Jury shall have clear and unobstructed view of Witness.
- Should not be located close enough to the Judge's Bench so as to afford overhearing conversations between the Judge and the Attorneys.
- Should have clear view of Video Screen.
- Should have handicapped access to Litigation area.
- Should have close access to Secure Holding area.
- Should not be immediately adjacent to Jury Box.

11 Interpreter's Station (part of Construction Casework): One light-weight Lectern with work stool of similar quality to Witness' Chair per facility is authorized for use by Interpreters. This Lectern and Stool is positioned next to the Witness Box when an interpreter is necessary. Audio provisions for an interpreter shall be provided in each Jury Courtroom.

(E) Bailiff's Station (part of Construction Casework):

1 General: The Bailiff's Station is a free-standing, lectern height work station positioned to allow the Bailiff to view the entire courtroom. The Bailiff's Station should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations, but in a smaller scale. The station should also be functional with a small work surface.

2 Platform Elevation: not applicable

3 Handicapped accessibility: not applicable.

4 Work Surfaces:

- Width: 2 1/2 feet minimum to 3 feet maximum.
- Depth: 18 inches to 24 inches with non-reflective surface.
- Height: 36-40 inches

5 Privacy Rail: 4 to 6 inches.

6 Provisions:

- Hand truck slots for repositioning of station.
- Pencil Drawer
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Communications provisions for two way contact with Judge and Central Security Room/Area, to include a leg or foot activated alarm.
- A fixed, elevated Chair (stool height).

7 Construction Material: Finished, furniture grade hardwood.

8 Armor: Non applicable for Court facilities with less than six (6) courtrooms. For large (6 jury trial courtrooms and more) Urban-Metropolitan facilities the AOC General Manager of Facilities may require one courtroom be provided a Bailiff Station with armor as follows:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

9 Distance between station and wall: 6 feet.

10 Working Relationships:

- The Bailiff Station should have a clear view of the entire courtroom.
- Should be positioned at least six-feet (6'-0") from the nearest obstacle.

(F) Jury Box:

1 General: There are two types or sizes of Jury Boxes. Circuit Court has a Jury Box for 12 Jurors and a minimum of two (2) alternate Jurors. District Court has a Jury Box for six (6) Jurors and up to two alternate Jurors. The area "saved" by the reduced size of a Jury Box in District Courtrooms may be added to the Spectator Area. A decision must be made by the Project Development Board whether or not to configure for specific courts.

The jury box must provide sufficient space for jurors and alternates. The jury box should be equipped with a modesty rail, a display shelf, and fixed comfortable swivel chairs with armrests. Jurors should be able to reach a jury box without passing through the spectator area.

Jurors must be able to see and hear the witness, the judge, and the attorneys, but should be located as far as practically possible from the nearest attorneys' table. The rows in the jury box should be elevated in two tiers.

2 Platform Elevations:

- First or Lower Level: Litigation Area floor level or 6 inches minimum to 7 inches maximum (one step) above the floor level of the Litigation Area.
- Second or Upper Level: 6 inches minimum to 7 inches maximum (one step) above the lower level.

3 Handicapped accessibility:

- Provide handicapped accessibility to and wheelchair parking for first or lower platform level.
- If first level of Jury Box is not above Litigation Area floor level a ramp or lifting device is not necessary.
- If enough the first Jury Box level is elevated and room is allowed, construct permanent wheelchair ramp, if practicable.
- If room does not exist to place fixed ramps for handicapped individuals, consideration must be given to a vertical lifting device. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the appropriate level. This device must have controls, which can be disabled, when not in use.

4 Capacity:

- Circuit Court: 12 Jurors, 3 (maximum), 2 (minimum) Alternate Jurors with provisions for at least one Handicapped Juror.
- District Court: 6 Jurors, 2 Alternate Jurors, including provisions for least one Handicapped Juror or Alternate Juror.

5 Size: 48" minimum to 52" maximum deep and minimum 30" minimum to 36" wide (10 square feet minimum) per Juror.

6 Modesty Rail: 24 inches high (inside height), minimum.

7 Provisions:

- Removable panels for conduit/cable access.
- Adequate number of ports for (future) Data Processing equipment cabling (e.g., monitors, keyboards, etc.)
- Raceway or conduit for telecommunication/ADP cabling
- Exhibit Shelf: If modesty rail does not have a 8-inch to 10-inch wide flat area on top, provide an 10-inch wide Exhibits shelf on inside of modesty rail.
- Comfortable, medium-backed, fixed, swiveling, but not rocking, arm-chairs of similar appearance to the Court Reporter, Witness, and Clerk's chairs.

8 Construction Material: Finished, furniture grade hardwood.

9 Armor: not applicable.

10 Working Relationships:

- Should provide a clear view of the Witness and the Video Display screen.
- Shall have clear and unobstructed view of witness box.
- Platforms should be of sufficient size for sufficient leg room and to allow jurors' chairs to swivel without striking adjacent chairs.
- Should be at least six-feet (6'-0") from the nearest attorney's table to avoid overhearing private attorney/client conversations.
- Should have access to private entrance/exit to Juror Areas or Judicial Staff circulation.

(G) Lectern (also construction casework):

1 General: The Courtroom Lectern should match the general appearance of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. It should be movable and should not mar the Litigation Area floor while doing so. The Lectern should accommodate Attorneys of different height with dignity, therefore it shall be adjustable in height.

2 Work Surfaces:

- Width: 2 1/2 feet minimum to 3 feet maximum.
- Depth: 18 inches to 24 inches with non-reflective surface.
- Height: Adjustable from 30-inches to 40-inches, with locking device to hold lectern surface securely.

4 Provisions:

- Provisions for gooseneck or adjustable microphone stands.
- Floor mounted receptacle for microphone connection to Courtroom PA System.

5 Construction Material: Finished, furniture grade hardwood.

6 Armor: not applicable

7 Working Relationships: Lectern should be positionable at any location within the open area within the Litigation area.

(H) Attorney Tables (also construction casework):

1 General: The Attorney Tables should match the general finish of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. They shall be free standing and not attached to any other component(s) of the Litigation Area.

2 Number of Attorney Tables:

- Standard: Two (2)
- Large Courtrooms: Four (4)
- Multidefendant Courtrooms: Eight (8)

3 Work Surfaces:

- Width: 6 feet minimum to 8 feet maximum.
- Depth: 3 feet minimum to 4 feet maximum with non-reflective surface.
- Height: 29 - 30 inches.

4 Provisions:

- Provisions for Microphones linked to courtroom public-address and court reporter's system.
- Provisions for ADP connection of Attorneys' computers.
- A minimum of six (6) castered armchairs of similar appearance to the Juror's chairs shall be provided for each Attorney table.

5 Construction Material: Finished, furniture grade hardwood.

6 Armor: Not applicable

7 Working Relationships:

- Should be positioned at as far as practicable from the nearest attorney's table or Jury Box.
- Should be positioned at least 5 feet from rail dividing Litigation Area from Spectator Area.

(I) Audio/Visual System(s): See Chapter 8.

(J) Automated Data Processing (ADP) System(s): See Chapter 8.

(4) Spectator Area Components

- Public Seating
- Handicapped Persons Areas
- Alternate Bailiff's Station
- Audio/Visual System(s)
- Security Provisions

(5) Spectator Area Characteristics

(A) General: This area should provide spectators, from the floor elevation, the capability to clearly hear and see trial proceedings in such a manner as to not disrupt or impair the proceedings. This area may be increased greater than 15% for District Courtrooms.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(C) Room Height:

- Standard Courtroom: 10 to 14 feet
- Large or Multi-Defendant Courtroom 12 to 18 feet

(C) Lighting:

- Lighting Level: 40 to 70 foot candles, at least 20 but no greater than 30 foot candles less than the lighting level of the litigation area. True color lighting in this area is not required.
- Minimal lighting controls should be provided at a point near area entrance from Public Circulation.

(D) Acoustics:

1 General:

- The walls in the Spectator Area should be non-sound reflective and, if possible, absorb sound.
- Walls should have a minimum sound transmission coefficient (STC) of fifty (50) with the same provisions as the Litigation Area.
- While the floor under pews may be of hard material, the isles and entrances should be carpeted to reduce noise distractions.

2 Considerations:

- Normal conversation in the Litigation area should be audible to all present in the Courtroom.
- Limit reverberation
- Eliminate noise from outside the Courtroom as is achieved for Litigation Area.

(E) Seating (also construction casework See Chapter 5): Premium quality hardwood pew seating, without seat cushioning, is authorized for spectator areas. Pew seating shall complement the other casework within the courtroom. The AOC General Manager of Facilities reserves the right to reject pew seating not of sufficient quality or because of unacceptable appearance. Seating, which has mechanical provisions (fold-up, particularly) is not allowed.

- Interval: Pew seating shall be designed and installed with the State Building Code, but shall spaced a minimum of distance of 38 inches but no more than a maximum of 40 inches apart.
- Center Isles: Minimum five feet wide but no more than seven feet wide.
- End Isles, if necessary: shall be a minimum of four feet wide, but no more than five feet wide.

(F) ADA Consideration: Adequate areas shall be provided for wheelchair parking in the Spectator Area in accordance with ADA. The Courtroom Public Address "Hearing Impaired System" should be available to spectators who require such assistance. Only infrared systems are allowed, radio systems are not allowed. Provisions for any "Hearing Impaired System" shall be provided, if so directed by the AOC General Manager of Facilities or the Program Document.

(G) Alternate Bailiff's Station (only for large and multi-defendant courtrooms): An additional bailiff's station or room and provisions for an alternate bailiff's station may be provided in a rear corner of the spectator area, diagonal to the Litigation Area Bailiff's Station.

(H) Audio/Visual Systems:

- Normal conversation in the Litigation area should be audible at a normal volume to all present in the Courtroom. Electronic amplification of court proceedings through the use of an array of speakers that do not require an excessive volume and Hearing Impaired System devices for persons needing such assistance.
- If a (the) very large screen monitor is not viewable by the spectator area, large screen monitors may be provided and permanently mounted for spectator viewing. These monitors should be "out of reach" of spectators.

(F) Security Provisions: The Spectator Area, if so directed by the AOC Security Systems Office, shall be equipped with video and audio monitors for external (security room) monitoring by Judge, Bailiff, and Security Personnel monitoring. All furnishings in the Spectator Area shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(6) Robing Room (if authorized):

(A) General: A Robing Room may be authorized by the AOC General Manager of Facilities if the (designed) Judge's Chambers are not located in the vicinity of the Courtroom(s). This area may serve one or more courtrooms.

This area should provide a private comfortable area for a Judge or Judges to relax and take breaks from their duties, and have informal conferences during trial activities. It should be equipped with a wet counter (coffee station), a small refrigerator, and provisions for snacks (e.g., a small doored cabinet).

area.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Juror Area should absorb sound.
- Minimum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- A work table(s) capable of comfortably accommodating 4 persons (each).
- Eight (8) chairs.
- Wet Counter.
- Refrigerator
- Clock

(G) ADA Considerations: This area must be fully ADA compliant.

(H) Audio/Visual Systems: The room shall have electronic provisions to summon a bailiff or security personnel.

(I) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel. Access to Robing Room shall be controlled in accordance with AOC Court Security Systems recommendation.

(J) Working Relationships:

- Access to Judicial Staff Circulation
- Access to Courtroom

(7) Robing Room Restroom (if Robing Room is authorized):

(A) The ADA compliant restroom shall be located in the immediately off of the Robing Room. Plumbing fixtures shall not share a wall with any courtroom.

(B) Cabinetry and Furnishings:

- Typical for single toilet restroom.
- Sink with counter space, drawers, and under-sink cabinet storage.

(C) Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

(D) Working Relationships: Should accessed from the Robing Room.

(E) Security Provisions: None.

(8) Vestibule/Security Check Area Characteristics

(A) General: This area links the Spectator Area of the courtroom with the Public Waiting area and provides a “sound lock” to limit noise distractions for the judicial proceedings. Also, it provides an area outside the courtroom for additional security screening, if necessary. This area may also be used for access to Witness/Victim areas.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided. Two sets of doors with viewing (glass) panels, one at Vestibule entrance, one at the Courtroom entrance, shall be provided.

(C) Room Height: 10 to 12 feet

(D) Lighting:

- Lighting Level: 40 to 70 foot candles.
- Lighting controls should be provided at a point convenient to court security personnel in a secure “box”.

(E) Acoustics:

- The walls in this area shall not be sound reflective and, if possible, should absorb sound. The use of drapery (such as used in movie theaters) or any other material, which can be used to conceal objects, is not allowed.
- Walls should have a minimum sound transmission coefficient (STC) of fifty (50).
- Flooring for circulation areas, as a minimum, should be carpeted to reduce noise distractions.

(F) Audio/Visual Systems: provisions must be provided to security monitoring station for two way conversations with courtroom officials and central security station.

(G) Security Provisions: The two sets of doors in the Vestibule area shall be lockable for securing the courtroom during non-use. Panic hardware shall be installed for emergency egress. The Vestibule/Security Check Area shall be equipped with provisions for video and audio monitors for external (security room), Judge and Bailiff monitoring.

(H) Working Relationships: This area connects and separates the Courtroom from the Public Waiting Area. This area may also include access to Attorney/Client Areas.

(9) Public Waiting Area Components

- Public Seating
- Coat/Hat/Umbrella Storage
- Audio/Visual System(s)
- Security Provisions

(10) Public Waiting Area (lobby) Characteristics

(A) General: This area should provide area and provisions for persons waiting for court proceedings and for overflow spectators. This area shall have easy access to public facilities (restrooms, vending area and public telephones), public circulation areas, and the main entrance of the building.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(C) Room Height:

- Standard Courtroom: 10 to 14 feet
- Large or Multi-Defendant Courtroom 12 to 18 feet

(D) Lighting:

- Lighting Level: 50 to 70 foot candles. True color lighting is not required.
- Lighting controls should be only accessible to judicial staff.

(E) Acoustics:

- The walls in the Public Waiting Area should absorb sound.
- Walls between the Public Waiting Area and other areas should have a minimum sound transmission coefficient (STC) of fifty (50).
- The floor shall consist of a hard, durable, easy to clean and maintain material.

(F) Seating (also construction casework): If possible, pew seating should be placed against walls.

- General: Premium quality hardwood, stone, or simulated stone pew seating, or metal, without seat cushioning, is authorized for this area. Pew seating shall complement the other casework within the facility. The AOC General Manager of Facilities reserves the right to reject pew seating not of sufficient quality or because of unacceptable quality, durability, vandal resistance, or appearance.
- Interval: If rows of seating is required, pew seating shall be designed and installed with the State Building Code, but shall spaced a minimum of distance or 40 inches but no more than a maximum of 48 inches apart.
- Center Isles: Minimum five feet wide but no more than seven feet wide.
- End Isles, if necessary: shall be a minimum of four feet wide, but no more than five feet wide.

(G) Coat/Hat/Umbrella Storage shall be permanently installed along the surface of a wall in the (open) area so that all items (coats, hats, umbrellas) are in clear view to the public and security personnel, to include security personnel in central security (monitoring) room. Coat check rooms are not authorized.

(H) ADA Consideration: Adequate areas shall be provided for wheelchair parking in the Public Waiting Area in accordance with ADA. When the Public Waiting Area is used for an overflow spectator area, the Courtroom Public Address "Hearing Impaired System" should be available to spectators who require such assistance.

(I) Audio/Visual Systems

- Capability for the court to summon witnesses or other participants from the waiting area is required.
- When the area is used for an overflow spectator area, normal conversation in the Litigation area should be audible. Electronic amplification of court proceedings through the use of an array of speakers that do not require an excessive volume. Additionally, provisions for extending the Courtroom Hearing Impaired System shall be provided.
- Provisions for video monitors, including mounting points, electrical power supplies and audio/video feeds, shall be provided "out of reach" of facility visitors.

(J) Security Provisions: The area shall be equipped with video and audio monitors for external (security room), Judge and Bailiff monitoring. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Public Circulation
- Access to Public Restrooms
- Water Fountains
- Access to Public Vending Area
- Access to Witness/Victim Areas
- Access to Attorney Workroom/Lounge (if authorized)
- Access to Law Enforcement Workroom/Lounge (if authorized)

(11) Jury Deliberation Area

(A) General: This area should provide a private comfortable area and provisions for jurors (considered officers of the court). It is especially important that this area receive special HVAC provisions because of the number of persons in a relatively small area for extended periods.

For District Courts with a six (6) Juror Jury Box, the Deliberation Area may be reduced in size by greater than 15-percent. This reduction may be directly applied to the Spectator Area for increased seating capacity.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a large conference table with 14 chairs. This table may be configured as a "U" within the room.

(B) Room Height: 9 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 footcandles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(D) Acoustics:

- The walls in the Deliberation Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(E) Furnishings:

- One large conference table capable of comfortably accommodating 14 persons. It is preferred that the conference table be oval or round.
- 14 casters, medium-backed arm chairs.
- Clock
- Dry Erase Board

(F) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(G) ADA Considerations: The entry and two sides of the deliberation area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon jurors to the courtroom is required.
- The room shall have electronic provisions to summon a bailiff and the Judge.
- Provisions for a large screen video monitor with VCR shall be provided.

(J) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Judicial Staff Circulation
- Access to Jury Lounge Area
- Access to Jury Restroom(s)
- Access to Juror's box(s)

(12) Jury Lounge Area

(A) General: This area should provide a private comfortable area for jurors to relax and take breaks from their duties. It should be equipped with a wet counter, a small refrigerator, and provisions for snacks. The authorization of this area may be combined with authorized adjacent Jury Lounge Area to make a larger area.

For District Courts with a eight (8) Juror Jury Box, the jury Lounge Area may be reduced in size by greater than 15-percent or combined with the Deliberation Area. This reduction shall be directly applied to the Spectator Area for increased seating capacity.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 40 to 70 footcandles.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Juror Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard surfaced.

(F) Furnishings:

- Two tables capable of comfortably accommodating 4 persons each.
- Eight (8) chairs.
- Wet Counter.
- Refrigerator
- Microwave Oven
- Clock

(G) ADA Considerations: This area must be fully ADA compliant.

(H) Audio/Visual Systems

- The audio capability for the court to summon jurors to the courtroom is required.
- The room shall have electronic provisions to summon a bailiff or security personnel.

(I) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) Working Relationships:

- Access to Judicial Staff Circulation
- Access to Jury Deliberation Area
- Access to Jury Restroom(s)
- Access to Juror's box(s)

(13) Jury Restrooms: The two ADA compliant restrooms (male and female) should be located in the immediate vicinity of the Jury Deliberation Area and the Jury Lounge Area. The restrooms shall be accessed from circulation, not the lounge or deliberation area. If program limitations do not allow for two restrooms, one (shared Male/Female) restroom may be provided.

(14) Witness/Victim Area

(A) General: This area should provide a private area which is immediately adjacent to the Courtroom for witness and victims to wait for their "turn" in the Litigation Area and to meet with counsel.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Witness/Victim Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) casters, medium-backed arm chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon room occupants to the courtroom is required.
- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.
- A dry-erase board.

(J) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Vestibule or Public Circulation
- Access to (optional) Litigation Area after passing through security check.

(15) Attorney/Client Area

(A) General: This area should provide a private area, which is immediately adjacent to the Courtroom for Attorneys and Clients to confer and wait for court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Attorney/Client Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) casters, medium-backed arm chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Vestibule or Public Circulation
- Access to (optional) Litigation Area after passing through security check.

(16) Prosecutor's Area (if authorized)

(A) General: This area should provide a private work area for the County or Commonwealth Attorney during court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a four (4) person conference table with four (4) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Witness/Victim Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating four (4) persons.
- Six (4) castered, medium-backed arm chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon prosecutor(s) to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or Security Personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Vestibule or Public Circulation.
- Access to (optional) Litigation Area after passing through security check.
- Access to (optional) Secure Circulation after passing through security check.

(17) Law Enforcement Waiting Area (if authorized):

(A) General: If authorized in program documents, this area should provide a private waiting area for the Law Enforcement personnel during court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a four (4) person conference table with four (4) chairs with an additional four (4) chairs placed along a wall.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 60 to 80 footcandles.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Law Enforcement Waiting Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating four (4) persons.
- Four (4) castered, medium-backed arm chairs.
- Four (4) side chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon law enforcement personnel to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Vestibule or Public Circulation.
- Access to (optional) Litigation Area after passing through security check.

(18) Courtroom Prisoner Holding Area

(A) General: This area should provide secure holding for prisoners awaiting court proceedings in the adjacent courtroom. The authorizations for two courtrooms should be combined to create a single Prisoner Holding Area which serves both courtrooms. This area shall be constructed in accordance with the medium security guidelines established by the Kentucky Corrections Department.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area with one or more "individual holding cells".

(C) Room Height: 8 to 12 feet

(D) Lighting:

- Lighting Level: 60 to 80 footcandles.
- Lighting controls should be provided at the point accessible only by Security Personnel.

(E) Acoustics:

- The walls in this should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard.

(F) Furnishings: Only furnishings in accordance with security guidelines established by the Kentucky Corrections Department is authorized.

(G) ADA Considerations: This area should accommodate at least one (1) wheelchair-bound detainee.

(H) Audio/Visual Systems

- Audio and Visual monitoring systems linked to the central security center.
- A dry-erase board.

(I) Provisions

- Solid Door connecting this area to Courtrooms with two (2) installed peep-hole devices. One peep-hole shall view the courtroom from the area, the other peep-hole shall view the area from the courtroom.
- The audio capability for the court to summon detainees to the courtroom is required.
- The area shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions.
- ADP provisions.

(J) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Secure Circulation.
- Access to Courtroom Litigation Area.

(19) Trial Storage Area: This area provides space for the secure storage of materials and displays used during litigation. It is accessed directly from the Litigation. Shelving, with shelves spaced 20 to 24 inches, should be installed on one wall of the storage area.

(20) Audio/Visual Equipment Area: This area, which is accessed directly from the Litigation area, provides space for the courtroom's electronic Audio/Visual, ADP and telecommunications systems. Additionally, if the courtroom is so configured, the area affords a rear-screen projection area for a very large monitor/display for the Litigation Area. This area shall have installed necessary racking, shelving, electrical supply, telecommunication provisions, and ADP provisions. It shall be designed and constructed to assist the installation of new technologies and the adaptation of existing technologies. All Telecommunications and ADP provisions for the courtroom shall terminate in this area.

(21) Press Room (if authorized):

(A) General: If authorized in the Program Documents, this area should provide a work area for the working media covering Judicial events.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a four (4) small work tables and six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- Four small (one-person) work tables.
- Six (6) casters, work chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to announce the start of proceedings.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or Security Personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area, if directed by the AOC Security Systems Office, shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships: Access to Public Circulation.

(22) Attorney Workroom/Lounge (if authorized):

(A) General: If authorized by Program Documents, this area should provide a work and break area Attorneys. Additionally, the area is an extension of the Law Library and has ADP provisions to access the internet, email, and electronic law libraries.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a two (2) small work tables, one ADP station and six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 footcandles.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- Two small (one-person) work tables.
- One ADP Station
- Six (6) casters, work chairs.
- One (1) end table.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to announce the start of proceedings.
- A dry-erase board.

(J) Provisions

- The room shall have electronic provisions to summon a bailiff or Security Personnel.
- Voice Telephone provisions.
- ADP provisions.

(K) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships: Access to Public Circulation.

B. Non-Jury Trial (Family and Juvenile) Court Rooms:

(1) Family and Juvenile Court Room Components

- Litigation Area
- Spectator Area
- Vestibule/Security Check
- Public Waiting Area
- Child Waiting Room
- Child Waiting Restroom
- Child Waiting Observation Room
- Juvenile Waiting Room
- Juvenile Waiting Restroom
- Juvenile Waiting Observation Room
- Interview Room
- Attorney/Client Areas
- Prosecutor's Area
- Law Enforcement Waiting Area
- Secure Holding Area
- Trial Storage Area
- Audio/Visual Equipment Area

(2) Litigation Area Components

- Judge's Bench
- Clerk's Station
- Court Reporter's Station
- Witness Stand
- Bailiff's Station
- Lectern
- Attorney Tables
- Audio/Visual System(s)
- ADP System(s)
- Security Provisions

(3) Litigation Area General Characteristics

(A) Room Shape: The room should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Height: 10 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color.
- Lighting controls should be provided at a point convenient to the Judge, as well as at the door to Judicial Circulation.

(D) Environment:

- Control of temperature from the vicinity of the Judge and Clerk.
- Ventilation of the courtroom should provide a comfortable, quiet environment for the participants.
- When the room is not in use, the controls should allow the room to go into a "stand-by" mode, which expends minimal energy.
- De-stratification ventilation (circulation) should be active in non-use periods.

(E) Acoustics:

- The wall behind the judge's bench and Witness Box should be sound reflective.
- Other wall surfaces should be moderately sound absorptive.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the Courtroom.
- Electronic amplification of court proceedings
- Amplification and diffusion of sound throughout the Litigation Area
- Limit reverberation
- Eliminate noise from outside the Courtroom.

(F) ADA Consideration: All areas within the Litigation Area shall be handicapped accessible.

Regarding elevated areas within the Litigation area such as Judge's Bench, Clerk's and Reporter's Stations, and Witness Box: If room does not exist to place fixed ramps for handicapped individuals, a vertical lifting device must be provided. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

(G) Security: The Litigation Area shall be equipped with video and audio monitors for the external, Judge and Bailiff monitoring and two way communication, via the public address system and phone sets and intercom system at Judicial Staff Stations, with the Security Control Room/Area. All Judicial Staff stations within the Litigation area shall be equipped with a foot or knee activated duress alarm.

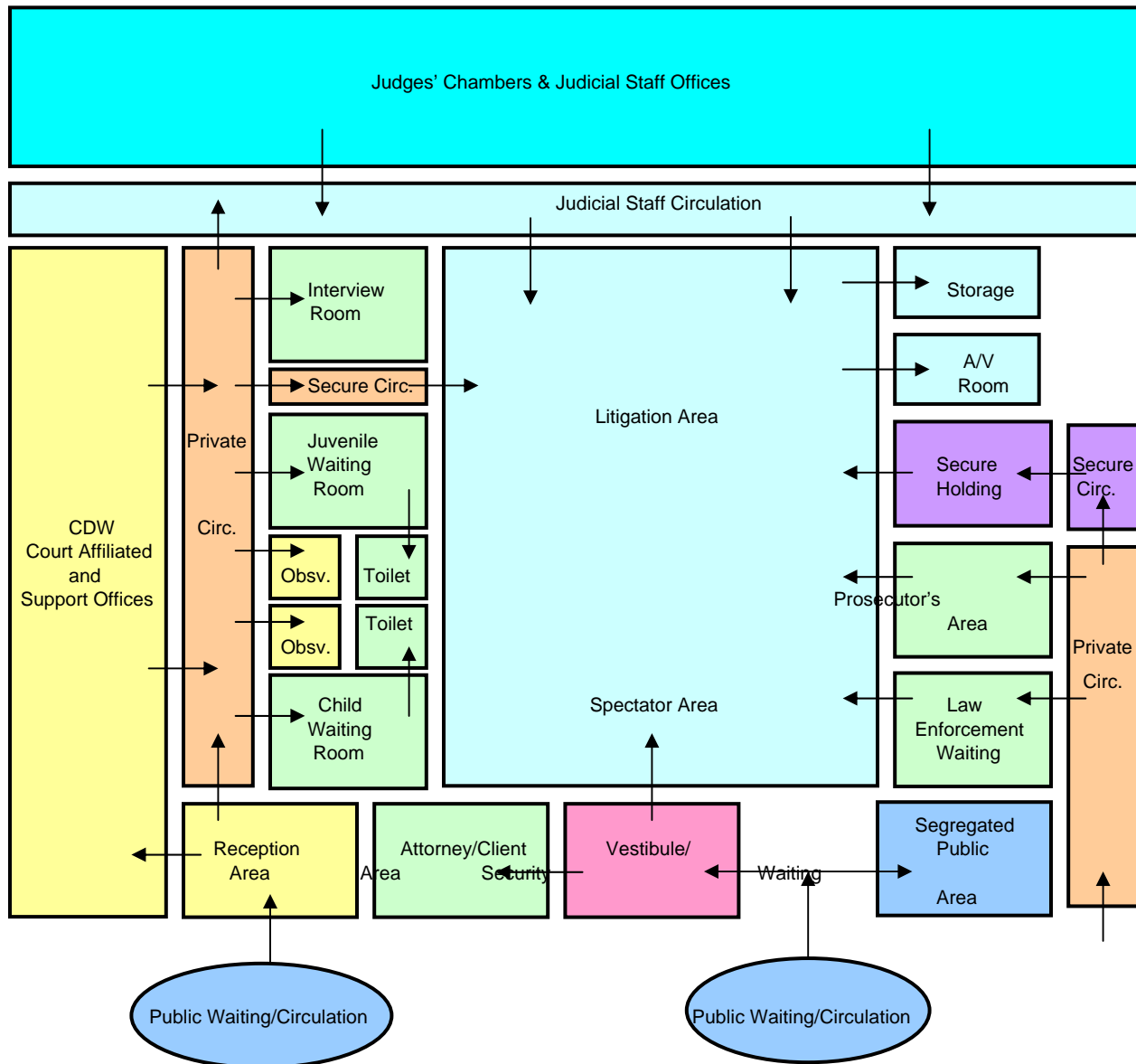


Figure 4-2 Family and Juvenile Court Functional Area Relationships

(H) Approved Litigation Area Layouts: Under no circumstances shall any participants of the proceedings, other than Attorneys and Clients, have their backs toward the spectator area. There shall no built-up area between the Litigation area and the spectator area that prevents viewing of entire courtroom by the bailiff.

(4) Litigation Area Component Descriptions

(A) Judge's Bench: Family Court Judges tend to work at a more intimate level with Child and Juvenile participants than do Judges conducting proceedings with Juries dealing with adults. Often, children participating in proceedings are intimidated by the process. It is important that bench not only indicate the Judge's authority, but not to a point so as to cause undue intimidation.

1 General: The dignity of the court should be reflected in the design of the bench, but at a toned down level from a Jury Trial Courtroom. The bench should be impressive and functional with a spacious work surface shielded from public view. The bench should permit the judge not only to see and hear all persons in the courtroom, but also to be seen and heard by all.

2 Platform Elevation: 12 to 14 inches above the floor level of the Litigation Area.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 6 to 8 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail:

- 4-inches
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- A large, high-backed, casted chair of impressive appearance, preferably leather.
- Communications with Security Personnel, Court Officers, and waiting areas for witnesses.
- The ability to electronically "Seal" the courtroom and control the locks on individual doors.

7 Construction Material: Finished hardwood.

8 Side-Bar: 1 to 1 ½ feet for conferences with attorneys.

9 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

10 Distance between bench and rear wall: 6 feet.

11 Working Relationships:

- Should be in close proximity to Witness Stand, where children and juveniles will sit. It is imperative that the Judge be able to speak to the witness in a normal tone of voice.
- Should have immediate access to Court Clerk for the passing back and forth of printed materials.
- Should be in close proximity and have clear view of the occupant Witness Box, which may be a child.
- Should have "side bar" area for "across the bench" conferencing with attorneys.
- Should have close access to doorway leading to the Judge's Chambers or Judicial Staff circulation.

(B) Clerk's Station:

1 General: The Clerk's workstation should match the general appearance of the Judge's bench. The station should also be impressive and functional with a spacious work surface shielded from public view. The workstation should allow immediate and convenient access to the Judge for private communications and the passing back and forth of documents.

2 Platform Elevation: 5 to 7 inches above the floor level of the Litigation Area.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 6 to 8 by 2½ feet with non-reflective surface.
Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail:

- 4 to 8 inches.
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Forms shelves
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Sound, lighting and HVAC controls for Courtroom.
- A large, medium backed, casted chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between work surface and rear wall: 6 feet.

10 Working Relationships:

- Should have immediate access to the Judge for private communications and the passing back and forth of printed materials.
- Should have close access to doorway leading to the Judicial Staff circulation.

(C) Court Reporter's Station:

1 General: If an automated court reporting system is provided for a courtroom, the AOC General Manager of Facilities may elect to not include a Court Reporter's Station.

If an automated court reporting system is not provided the Reporter's Station the Reporter's Station should match the general appearance of the Judge's bench. The station should also be impressive and functional with a work surface shielded from public view. The workstation should allow the reporter to clearly hear all conversations in the litigation area and observe facial expressions of the participants, particularly the witness. If the court uses a (video) court reporting system, a court reporter may not be present in the courtroom for the documentation of proceedings. This does not negate the necessity to provide and install a Court Reporter's Station. In rare circumstances, a Reporter's Station may not be installed, but the area and provisions for future installation must be provided.

If an automated court reporting system is provided, the AOC General Manager of Facilities may elect to include one or more free-standing Court Reporter's Stations for the facility which have been constructed to match the general appearance of the Judge's Bench, but, are constructed so as to be disassembled, boxed, banded, labeled, and stored within the court facility. These free-standing unit(s) shall be "bolt together" construction and shall be assembled for inspection, disassembled, boxed and banded, labeled and stored as per instructions of the AOC General Manager of Facilities. Additionally, floor mounted, flush electrical, telecommunications, and data infrastructure shall be provided for this unit.

Should a non-free standing unit be included, the following provisions shall be provided:

2 Platform Elevation: 5 to 7 inches above the floor level.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 4 to 6 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Lockable Drawer for evidence and tape storage
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A large, medium backed, castered chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between workstation and rear wall: 6 feet.

10 Working Relationships:

- Court reporter must be able to see the facial expressions of all participants as well as hear every word spoken on the record.
- Should have close access to doorway leading to the Judicial Staff circulation.

(D) Witness Stand:

1 General: The Witness Stand should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations. The station should also be impressive and functional with a small work surface. The Witness Stand should allow the Judge and the Reporter to clearly hear all witness's (a child or juvenile) conversations and to observe his or her facial expressions. The Judge should have at least a three-quarter view of the witness and be close enough to converse with the witness in a normal tone.

2 Platform Elevation, if necessary: 6 to 7 inches above the floor level of the Litigation Area.

3 Handicapped accessibility:

- Provide handicapped accessibility to and wheelchair parking for first or lower platform level.
- If first level of Jury Box is not above Litigation Area floor level a ramp or lifting device is not necessary.
- If enough the first Jury Box level is elevated and room is allowed, construct permanent wheelchair ramp, if practicable.
- If room does not exist to place fixed ramps for handicapped individuals, consideration must be given to a vertical lifting device. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the appropriate level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 4 to 6 feet by 1 to 2 feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Removable panels for conduit/cable access.
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A comfortable, heavy based non-castered chair that can be removed for handicapped witnesses.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the stand to the floor slab.

9 Distance between bench and rear wall: 6 feet.

10 Working Relationships:

- The Judge should have at least a three-quarter view of the witness, if necessary, an interpreter.
- Should not be located close enough to the Judge's Bench so as to afford overhearing conversations between the Judge and the Attorneys.
- Should have clear view of Video Screen.
- Should have handicapped access to Litigation area.

11 Interpreter's Station: One lightweight, castered Lectern with work stool of similar quality to Witness' Chair per facility is authorized for use by Interpreters. This Lectern and Stool is positioned next to the Witness Box when an interpreter is necessary. Audio provisions for an interpreter shall be provided in each Jury Courtroom.

(E) Bailiff's Station Bailiff's Station (part of Construction Casework):

1 General: The Bailiff's Station is a free-standing, lectern height work station positioned to allow the Bailiff to view the entire courtroom. The Bailiff's Station should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations, but in a smaller scale. The station should also be functional with a small work surface.

2 Platform Elevation: not applicable

3 Handicapped accessibility: not applicable.

4 Work Surfaces:

- Width: 2 1/2 feet minimum to 3 feet maximum.
- Depth: 18 inches to 24 inches with non-reflective surface.
- Height: 36-40 inches

5 Privacy Rail: 4 to 6 inches.

6 Provisions:

- Hand truck slots for repositioning of station.
- Pencil Drawer
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Communications provisions for two way contact with Judge and Central Security Room/Area, to include a leg or foot activated alarm.
- A fixed, elevated Chair (stool height).

7 Construction Material: Finished, furniture grade hardwood.

8 Armor: Non applicable for Court facilities with less than six (6) courtrooms. For large (6 jury trial courtrooms and more) Urban-Metropolitan facilities the AOC General Manager of Facilities may require one courtroom be provided a Bailiff Station with armor as follows:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

(F) Lectern:

1 General: The Courtroom Lectern should match the general appearance of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. It should be movable and should not mar the Litigation Area floor while doing so. The Lectern should accommodate Attorneys of different height with dignity, therefore it should be adjustable.

2 Work Surfaces: Width 2'-6" to 3'-0" feet by Depth of 1'-8" to 2'-0" with non-reflective surface.

3 Heights:

Work Surface: Adjustable from 30-inches to 40-inches.

Privacy Rail: 4-inches to 6-inches.

4 Provisions:

- Retractable or locking heavy-duty casters.
- Two gooseneck or adjustable microphone stands.
- Should have at least six (6) but no more than eight(8) castered, armed, medium back chairs of similar appearance to Juror chairs per Attorney table.
- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.

5 Construction Material: Finished hardwood.

6 Armor: None

7 Working Relationships: Lectern should be positionable at any location within the open area within the Litigation area.

(G) Attorney Tables:

1 General: The Attorney Tables should match the general finish of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. They shall be freestanding and not attached to any other component(s) of the Litigation Area.

2 Number of Attorney Tables:

- Standard: Two (2)
- Large Courtrooms: Four (4)
- Multidefendant Courtrooms: Eight (8)

3 Work Surface: Width 7'-0" to 8'-0" feet by Depth of 4'-0".

4 Height: 29-30 inches

5 Provisions:

- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.
- A minimum of six (6) castered armchairs of similar appearance to the Juror's chairs shall be provided for each Attorney table.

6 Construction Material: Finished hardwood.

7 Armor: None

8 Working Relationships:

- Should be positioned at least six-feet (6'-0") from the nearest attorney's table to avoid overhearing private attorney/client conversations.
- Should be positioned at least 60-inches from rail dividing Litigation Area from Spectator Area.

(H) Audio/Visual System(s): See Chapter 8.

(I) Automated Data Processing (ADP) System(s): See Chapter 8.

(5) Spectator Area Components

- Public Seating
- Handicapped Persons Areas
- Audio/Visual System(s)
- Security Provisions

(6) Spectator Area Characteristics

(A) General: This area should provide a small and limited number of spectators, from the floor elevation, the capability to clearly hear and see trial proceedings in such a manner as to not disrupt or impair the proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(C) Room Height: 10 to 12 feet.

(D) Lighting:

- Lighting Level: 40 to 70 foot candles, at least 20 but no greater than 30 foot candles less than the lighting level of the litigation area. True color lighting in this area is not required.
- Lighting controls should be provided at a point convenient to the Judge, as well as at the door to Judicial Circulation.

(E) Acoustics:

1 General:

- The walls in the Spectator Area should absorb sound.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- While the floor under Pewed area may be of hard material, the isles and entrances should be carpeted to reduce noise distractions.

2 Considerations:

- Normal conversation in the Litigation area should be audible to all present in the Courtroom.
- Limit reverberation
- Eliminate noise from outside the Courtroom.

(F) Seating: Pew seating spaced 40 to 42 inches apart with five to seven foot (5'-0" to 7'-0") wide center isles and, if necessary, four to five foot wide (4'-0" to 5'-0") end isles. If cushions are specified for the pew seating, they shall be easily removable and the Pew shall have the capacity to function without the cushion.

(G) ADA Consideration: Adequate areas shall be provided for wheelchair parking in the Spectator Area in accordance with ADA. The Courtroom Public Address "Hearing Impaired System" should be available to spectators who require such assistance.

(H) Audio/Visual Systems

- Normal conversation in the Litigation area should be audible at a normal volume to all present in the Courtroom. Electronic amplification of court proceedings through the use of an array of speakers that do not require an excessive volume and Hearing Impaired System devices for persons needing such assistance.
- If a (the) very large screen monitor is not viewable by the spectator area, large screen monitors may be provided and permanently mounted for spectator viewing. These monitors should be "out of reach" of spectators.

(I) Security Provisions: The Spectator Area shall be equipped with video and audio monitors for external (security room), Judge and Bailiff monitoring. All furnishings in the Spectator Area shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) Approved Litigation Area Layouts: Please see diagrams in preceding section "Litigation Areas".

(7) Vestibule/Security Check Area Characteristics

(A) General: This area links the Spectator Area of the courtroom with the Public Waiting area and provides a "sound lock" to limit noise distractions for the judicial proceedings. Additionally, it provides an area outside the courtroom for security screening. Since proceedings with children and juveniles are confidential, the Vestibule shall provide a visual "lock" to prevent persons in the Public Waiting Area from glimpsing into the courtroom. This area may be used for access to Witness/Victim areas.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided. Two sets of doors (with no viewing (glass) panels), one at Vestibule entrance, one at the Courtroom entrance, shall be provided.

(B) Room Height: 9 to 12 feet

(C) Lighting:

- Lighting Level:
 - Vestibule: 40 to 70 foot candles.
 - Security Check Area: 70-100 foot candles, true color lighting.
- Lighting controls should be provided at a point convenient to court security personnel in a secure “box”.

(D) Acoustics:

- The walls in this area should absorb sound.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Flooring should be carpeted to reduce noise distractions.

(E) Audio/Visual Systems: provisions must be provided to security check station for two-way conversations with courtroom officials and central security station.

(F) Security Provisions: The two sets of doors in the Vestibule area shall be lockable for securing the courtroom during non-use. Panic hardware shall be installed for emergency egress. The Vestibule/Security Check Area shall be equipped with video and audio monitors for external (security room), Judge and Bailiff monitoring. There shall be no furnishings in the area other than a stool(s) at the security check station, if necessary.

(G) Working Relationships:

- Situated between Public Circulation/Public Waiting Area and Courtroom.
- May provide access to Attorney/Client rooms

(8) Components of the Public Waiting Area

- Public Seating
- Coat/Hat/Umbrella Storage
- Audio/Visual System(s)
- Security Provisions

(9) Public Waiting Area Characteristics

(A) General: This area should provide area and provisions for persons waiting for court proceedings and for overflow spectators. This area shall have easy access to public facilities (restrooms, vending area and public telephones), public circulation areas, and the main entrance of the building.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(C) Room Height: 10 feet or greater.

(D) Lighting:

- Lighting Level: 50 to 70 foot candles, at least 20 foot candles less than the litigation area. True color lighting is not required.
- Lighting controls should be provided at a point convenient to and accessible only by Security Personnel.

(E) Acoustics:

- The walls in the Public Waiting Area should absorb sound.
- Walls between the Public Waiting Area and other areas should have a maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall consist of a hard, durable, easy to clean and maintain material.

(F) Seating: Pew seating, if possible, be placed against walls. If rows of pews are required, they shall be spaced 40 to 42 inches apart with five to seven foot (5'-0" to 7'-0") isles. No cushions are allowed for Public Waiting Area seating.

(G) Coat/Hat/Umbrella Storage shall be permanently installed along the surface of a wall in the area so that all items (coats, hats, and umbrellas) are in clear view to the public and security personnel, to include security personnel in central security (monitoring) room.

(H) ADA Consideration: Adequate areas shall be provided for wheelchair parking in the Public Waiting Area in accordance with ADA. When the Public Waiting Area is used for an overflow spectator area, the Courtroom Public Address "Hearing Impaired System" should be available to spectators who require such assistance.

(I) Audio/Visual Systems: Capability for the court to summon witnesses or other participants from the waiting area is required.

(J) Security Provisions: The area shall be equipped with video and audio monitors for external (security room), Judge and Bailiff monitoring. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Public Circulation
- Access to Public Restrooms
- Water Fountains
- Access to Public Vending Area
- Access to Attorney/Client Areas

(10) Segregated Public Waiting Area

(A) General: Because of the emotionally charged environment typical to some Family and Juvenile Court proceedings, the participants need to be separated. This area provides a segregated waiting area for this purpose.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate at least 12 persons.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 40 to 70 foot-candles.
- Lighting controls should be provided at the Security Check area or through limited access switch in the room.

(E) Acoustics:

- The walls in the area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard finished to match Public Waiting Area.

(F) Seating: Pew seating, identical to seating in Public Waiting Area, placed against walls.

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The area should provide room for wheelchair navigation.

(I) Audio/Visual Systems: The audio capability for the court to summon room occupants to the courtroom is required.

(J) Provisions: The room shall have electronic provisions to summon a bailiff or security personnel.

(K) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships: Access to Vestibule or Public Circulation near Security Check.

(11) Child Waiting Room

(A) General: This room must provide a private and relaxed (comfortable) environment for children participating in the court proceedings. This area is adjacent to the Courtroom and shall be accessed through Judicial Staff circulation. This room is monitored from the Child Waiting Observation room with a one-way mirror and audio monitors. The Child Waiting Observation Room is used by both the Family Court officers and the CDW Staff (Court Affiliated Area).

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a small play area and a child's work table with four (4) children's chairs. Two adult chairs of similar appearance shall also be provided.

(B) Room Height: 9 to 10 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(D) Acoustics:

- The walls in this area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(E) Furnishings:

- One children's worktable capable of comfortably accommodating four (4) children.
- Four (4) children's chairs and two (2) adult chairs of similar appearance.
- Shelving for toys.
- Clock

(F) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(G) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(H) Audio/Visual Systems

- One-Way mirror, full-length so as to appear similar to a dressing mirror.
- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

(I) Provisions:

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.

(J) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Judicial Staff Circulation
- Access to (optional) Litigation Area after passing through security check.
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

(12) Child Waiting Restroom: An ADA compliant, highly lighted (80 to 100 foot-candles) restroom with no windows shall be located immediately adjacent and accessed only from the Child Waiting Room. It shall be equipped with smoke alarm and hardware which allows staff rapid access, even if door is locked from inside. This room is monitored from the Child Waiting Observation room with a one-way mirror and audio monitors.

(13) Child Waiting Observation Room:

(A) General: The purpose of this room is to allow discrete professional observation and documentation of activities within the Child Waiting Room and the Child Waiting Restroom. This room is immediately adjacent to the Child Waiting Room, but accessed from Judicial Staff Circulation. This Room is used primarily by CDW Staff (Court Affiliated Area). Observation rooms may serve more than one waiting room and they may be integrated into other areas, such as a social worker's office.

(B) Room Shape: The area should be simply designed, generally utilizing a triangular rectangular area that will accommodate two work stools, a video camera and controls for video/audio documentation of events within the child waiting room.

(C) Room Height: 9 to 10 feet

(D) Lighting:

- Lighting Level: 5 to 60 foot-candles, with locking and dimming capability and Blue, indirect floor and work area lighting (5-20 foot-candles) with dimming capability.
- Lighting controls should be provided at the point of entry into the room.
- A light-locking curtain shall be mounted on the inside of the door to prevent the backlighting of one-way mirrors.
- A light locking curtain or blind mounted on the inside of the one-way mirror.

(E) Acoustics:

- The walls in this area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- Two work stools.
- 2'- 0" by 1'-10" work surface, minimum, at the Waiting Room Observation window (mirror).
- Shelving A/V equipment.

(G) Audio/Visual Systems:

- Waiting Room Observation Port: A One-Way or Transparent mirror, mounted in a frame so as to appear as a dressing mirror, with 60% (minimum) reflective gray 12% (maximum) transmittance coating on Waiting Room side. The mirror shall have a safety laminate coating. The inner glazing of the observation port shall be 1/8" gray shaded plexiglass.
- Toilet Observation Port: A One-Way or Transparent mirror, mounted in a frame so as to appear as a typical rest-room mirror, with 60% (minimum) reflective gray 12% (maximum) transmittance coating on Toilet side. The mirror shall have a safety laminate coating. The inner glazing of the observation port shall be 1/8" gray shaded plexiglass.
- An audio/visual system for waiting room event documentation.

(H) Provisions:

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions (quiet ring).
- ADP provisions.
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

(I) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings

that allow objects to be hidden out of plain sight of security personnel.

(J) Working Relationships:

- Access to Judicial Staff Circulation
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

(14) Juvenile Waiting Room

(A) General: This room must provide a private and relaxed (comfortable) environment for Juveniles participating in the court proceedings. This area is immediately adjacent to the Courtroom and shall be accessed through Judicial Staff circulation. This room is monitored from the Juvenile Waiting Observation room with an observation port to the Observation room (one-way mirror) and audio monitors. The Child Waiting Observation Room is used by both the Family Court officers and the CDW Staff (Court Affiliated Area).

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a small play area and a worktable with four (4) chairs. Two (2) additional chairs of same type shall also be provided.

(C) Room Height: 9 to 10 feet

(D) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in this area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One worktable capable of comfortably accommodating four (4) persons.
- Four (4) chairs and two (2) additional chairs of same appearance.
- Shelving.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- One-Way mirror, full-length so as to appear similar to a dressing mirror.
- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Judicial Staff Circulation
- Access to (optional) Litigation Area after passing through security check.
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

(15) Juvenile Waiting Restroom: An ADA compliant, highly lighted (80 to 100 foot-candles) restroom with no windows shall be located immediately adjacent and accessed only from the Juvenile Waiting Room. It shall be equipped with smoke alarm and door hardware which allows staff rapid access, even if door is locked from inside. This room is monitored from the Juvenile Waiting Observation room with a one-way mirror and audio monitors.

(16) Juvenile Waiting Observation Room:

(A) General: The purpose of this room is to allow discrete professional observation and documentation of activities within the Juvenile Waiting Room and the Juvenile Waiting Restroom. This room is adjacent to the Child Waiting Room, but accessed from Judicial Staff Circulation. This room is primarily used by the CDW Staff (Court Affiliated Area).

(B) Room Shape: The area should be simply designed, generally utilizing a triangular rectangular area that will accommodate two work stools, a video camera and controls for video/audio documentation of events within the Juvenile waiting room.

(C) Room Height: 9 to 10 feet

(D) Lighting:

- Lighting Level: 5 to 60 foot-candles white (typical) light and “Black-Out Lighting” “Blue, indirect floor and work area lighting (5-20 foot-candles)” with dimming capability.
- Lighting controls should be provided at the point of entry into the room. The white-light switch shall be mounted inside a recess to prevent accidental activation. The switch for black-out lights shall have dimming capability.
- A light-locking curtain shall be mounted on the inside of the door to prevent the backlighting of one-way mirrors.
- A light locking curtain or blind mounted on the inside of the one-way mirror. This curtain or blind shall be silent during opening and closing.

(E) Acoustics:

- The surfaces in this area should absorb sound. The walls, ceiling and inner face of the door shall be covered with an acoustic absorbing foam.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- Two work stools.
- 2'- 0" by 1'-10" work surface, minimum, in front of mirror face. The lower portion of the mirror may be used for camera placement, the upper portion for staff observation.
- Shelving A/V equipment.

(G) Audio/Visual Systems

- Waiting Room Observation Port: A One-Way or Transparent mirror, mounted in a frame so as to appear as a dressing mirror, with 60% (minimum) reflective gray 12% (maximum) transmittance coating on Waiting Room side. The mirror shall have a safety laminate coating. The inner glazing of the observation port shall be 1/8" gray shaded plexiglass.
- Toilet Observation Port: A One-Way or Transparent mirror, mounted in a frame so as to appear as a typical rest-room mirror, with 60% (minimum) reflective gray 12% (maximum) transmittance coating on toilet side. The mirror shall have a safety laminate coating. The inner glazing of the observation port shall be 1/8" gray shaded plexiglass.
- An audio/visual recording system for waiting room event documentation. Care must be taken in the positioning of Audio/Visual recording equipment to prevent the system's lighted panel from being exposed to one-way mirror.
- Discrete audio monitoring of room events with small amplifier, speakers, and jacks for connection to A/V recording system.

(H) Provisions:

- The room shall have an indicator light on the outside (Judicial Circulation) which indicates the "Black-Out Lights" in the room are activated.
- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions (quiet ring).
- ADP provisions.

(I) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) Working Relationships:

- Access to Judicial Staff Circulation
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

(17) Interview Room

(A) General: This area should provide a private area, which is adjacent to the Courtroom and accessed through the Judicial Staff Circulation for the interviewing of child and juvenile participants of court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Attorney/Client Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) castered, medium-backed armchairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have the provisions for discrete audio/visual documentation of events that take place in the room. The "control" of this documentation shall be located in the Juvenile or Child waiting observation room(s).
- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Judicial Staff Circulation
- Access to (optional) Litigation Area after passing through security check.
- Access (adjacent to) CDW Staff (Court Affiliated) Areas.

(18) Attorney/Client Area

(A) General: This area should provide a private area that is immediately adjacent to the Courtroom for Attorneys and Clients to confer and wait for court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Attorney/Client Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) castered, medium-backed armchairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Vestibule or Public Circulation
- Access to (optional) Litigation Area after passing through security check.

(19) Prosecutor's Area (if authorized)

(A) General: This area should provide a private work area for the County or Commonwealth Attorney during court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a four (4) person conference table with four (4) chairs.

(B) Room Height: 9 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(D) Acoustics:

- The walls in the Witness/Victim Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(E) Furnishings:

- One conference table capable of comfortably accommodating four (4) persons.
- Six (6) casters, medium-backed armchairs.
- Clock

(F) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(G) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(H) Audio/Visual Systems

- The audio capability for the court to summon prosecutor(s) to the courtroom is required.
- A dry-erase board.

(I) Provisions:

- The room shall have electronic provisions to summon a bailiff or Security Personnel.
- Voice Telephone provisions
- ADP provisions.

(J) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Vestibule or Public Circulation.
- Access to (optional) Litigation Area after passing through security check.
- Access to (optional) Secure Circulation after passing through security check.

(20) Law Enforcement Waiting Area (if authorized)

(A) General: This area should provide a private waiting area for the Law Enforcement personnel during court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a four (4) person conference table with four (4) chairs an additional four (4) chairs placed along a wall.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 60 to 80 foot-candles.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Law Enforcement Waiting Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating four (4) persons.
- Four (4) castered, medium-backed armchairs.
- Four (4) side chairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon law enforcement personnel to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Vestibule or Public Circulation.
- Access to (optional) Litigation Area after passing through security check.

(21) (Courtroom) Secure Holding Area

(A) General: This area should provide secure holding for juvenile detainees awaiting court proceedings in the adjacent courtroom. The authorizations for two courtrooms may be combined to create a single Holding Area (with segregated holding cells), which serves both family courtrooms. It should be constructed in accordance with the medium security guidelines established by the Kentucky Corrections Department.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area with one or more “individual holding cells”.

(C) Room Height: 8 to 12 feet

(D) Lighting:

- Lighting Level: 60 to 80 foot-candles.
- Lighting controls should be provided at the point accessible only by Security Personnel.

(E) Acoustics:

- The walls in this should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard finished.

(F) Furnishings: Only furnishings in accordance with security guidelines established by the Kentucky Corrections Department are authorized.

(G) ADA Considerations: This area should accommodate at least one (1) wheelchair-bound detainee.

(H) Audio/Visual Systems

- Audio and Visual monitoring systems linked to the central security center.
- A dry-erase board.

(I) Provisions

- The audio capability for the court to summon detainees to the courtroom is required.
- The area shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions.
- ADP provisions.

(j) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(k) Working Relationships:

- Access to Secure Circulation.
- Access to Courtroom Litigation Area.

(22) Trial Storage Area: This area provides space for the secure storage of materials and displays used during litigation. It is accessed directly from the Litigation. Shelving, with shelves spaced 20 to 24 inches, should be installed on one wall of the storage area.

(23) Audio/Visual Equipment Area: This area, which is accessed directly from the Litigation area, provides space for the courtroom’s electronic Audio/Visual, ADP and telecommunications systems. Additionally, if the courtroom is so configured, the area affords a rear-screen projection area for a very large monitor/display for the Litigation Area. This area shall have installed necessary racking, shelving, electrical supply, telecommunication provisions, and ADP provisions. It shall be designed and constructed to assist the installation of new technologies and the adaptation of existing technologies. All Telecommunications and ADP provisions for the courtroom shall terminate in this area.

C. Non-Jury (Hearing) Courtrooms:

(1) Types of Non-Jury (Hearing) Courtrooms

- Formal Hearing Room
- Informal Hearing Room

(2) Components of Formal Hearing Room:

- Judge's Bench
- Clerk's Station
- Court Reporter's Station
- Witness Stand
- Bailiff's Station
- Lectern
- Attorney Tables
- Spectator Area
- Audio/Visual System(s)
- ADP System(s)
- Security Provisions

(3) Formal Hearing Room Characteristics: Non-Jury activities include arraignments, civil litigation, family, and Juvenile proceedings.

(A) Room Shape: The room should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Height: 10 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color.
- Lighting controls should be provided at a point convenient to the Judge, as well as at the door to Judicial Circulation.

(D) Environment:

- Control of temperature from the vicinity of the Judge and Clerk.
- Ventilation of the courtroom should provide a comfortable, quiet environment for the participants.
- When the room is not in use, the controls should allow the room to go into a "stand-by" mode, which expends minimal energy.
- De-stratification ventilation (circulation) should be active in non-use periods.

(E) Acoustics:

- The wall behind the judge's bench and Witness Box should be sound reflective.
- Other wall surfaces should be moderately sound absorptive.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the Courtroom.
- Electronic amplification of court proceedings
- Amplification and diffusion of sound throughout the Room

- Limit reverberation
- Eliminate noise from outside the Courtroom.

(F) ADA Consideration: All areas within the Litigation Area shall be handicapped accessible. Regarding elevated areas within the Litigation area such as Judge's Bench, Clerk's and Reporter's Stations, and Witness Box: If room does not exist to place fixed ramps for handicapped individuals, a vertical lifting device must be provided. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level. This device must have controls, which can be disabled, when not in use.

(G) Security: The room shall be equipped with video and audio monitors for the external, Judge and Bailiff monitoring and two way communication, via the public address system and phone sets and intercom system at Judicial Staff Stations, with the Security Control Room/Area. All Judicial Staff stations within the room shall be equipped with a foot or knee activated duress alarm.

(H) Approved Room Layouts: Under no circumstances shall any participants of the proceedings, other than Attorneys and Clients, have their backs toward the spectator area. There shall no built-up areas within the room that prevents viewing of entire courtroom by the bailiff.

(4) Formal Hearing Room Component Descriptions

(A) Judge's Bench:

1 General: The dignity of the court should be reflected in the design of the bench, but at a scaled-down, less formal level than a Jury Trial Courtroom. The bench should be impressive and functional with a spacious work surface shielded from public view. The bench should permit the judge not only to see and hear all persons in the courtroom, but also to be seen and heard by all.

2 Platform Elevation: 12 to 14 inches above the floor level of the Room.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 6 to 8 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail:

- 4-inches
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- A large, high-backed, castered chair of impressive appearance, preferably leather.
- Communications with Security Personnel, Court Officers, and waiting areas for witnesses.
- The ability to electronically "Seal" the courtroom and control the locks on individual doors.

7 Construction Material: Finished hardwood.

8 Side-Bar: 1 to 1 ½ feet for conferences with attorneys.

9 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

10 Distance between bench and rear wall: 6 feet.

11 Working Relationships:

- Should be in close proximity to Witness Stand, where juveniles may sit. It is imperative that the Judge be able to speak to the witness in a normal tone of voice.
- Should have immediate access to Court Clerk for the passing back and forth of printed materials.
- Should be in close proximity and have clear view of the occupant Witness Box, which may be a child.
- Should have "side bar" area for "across the bench" conferencing with attorneys.
- Should have close access to doorway leading to the Judge's Chambers or Judicial Staff circulation.

(B) Clerk's Station:

1 General: The Clerk's workstation should match the general appearance of the Judge's bench. The station should also be impressive and functional with a spacious work surface shielded from public view. The workstation should allow immediate and convenient access to the Judge for private communications and the passing back and forth of documents.

2 Platform Elevation: 5 to 7 inches above the floor level of the Room.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 6 to 8 by 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail:

- 4 to 8 inches.
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Forms shelves
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Sound, lighting and HVAC controls for Courtroom.
- A large, medium backed, casted chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between work surface and rear wall: 6 feet.

10 Working Relationships:

- Should have immediate access to the Judge for private communications and the passing back and forth of printed materials.
- Should have close access to doorway leading to the Judicial Staff circulation.

(C) Court Reporter's Station:

1 General: The Court Reporter's Station may be positioned either on the opposite side from the Judge's Bench of the Clerk's Station between the Judge and the Witness Box or may be positioned in front of the Judge's Bench as a "free-standing" unit, if a court reporter is not typically used. Court reporting may be accomplished by an automated (audio/video) documentation system.

If an automated court reporting system is provided for a courtroom, the AOC General Manager of Facilities may elect to not include a Court Reporter's Station.

If an automated court reporting system is not provided the Reporter's Station the Reporter's Station should match the general appearance of the Judge's bench. The station should also be impressive and functional with a work surface shielded from public view. The workstation should allow the reporter to clearly hear all conversations in the litigation area and observe facial expressions of the participants, particularly the witness. If the court uses a (video) court reporting system, a court reporter may not be present in the courtroom for the documentation of proceedings. This does not negate the necessity to provide and install a Court Reporter's Station. In rare circumstances, a Reporter's Station may not be installed, but the area and provisions for future installation must be provided.

If an automated court reporting system is provided, the AOC General Manager of Facilities may elect to include one or more free-standing Court Reporter's Stations for the facility which have been constructed to match the general appearance of the Judge's Bench, but, are constructed so as to be disassembled, boxed, banded, labeled, and stored within the court facility. These free-standing unit(s) shall be "bolt together" construction and shall be assembled for inspection, disassembled, boxed and banded, labeled and stored as per instructions of the AOC General Manager of Facilities. Additionally, floor mounted, flush electrical, telecommunications, and data infrastructure shall be provided for this unit.

Should a non-free standing unit be included, the following provisions shall be provided:

2 Platform Elevation: 5 to 7 inches above the floor level.

3 Handicapped accessibility:

- Construct wheelchair ramp if practicable.
- If wheelchair ramp installation is not practicable (e.g., room does not exist to place fixed ramps for handicapped individuals), a vertical lifting device must be installed. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the Judge's Bench deck level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 4 to 6 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Removable panels for conduit/cable access.
- Pencil Drawer
- Lockable Drawer for evidence and tape storage
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A large, medium backed, casters chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between workstation and rear wall: 6 feet.

10 Working Relationships:

- Court reporter must be able to see the facial expressions of all participants as well as hear every word spoken on the record.
- Should have close access to doorway leading to the Judicial Staff circulation.

(D) Witness Stand:

1 General: The Witness Stand should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations. The station should also be impressive and functional with a small work surface. The Witness Stand should allow the Judge and the Reporter to clearly hear all witness's (a child or juvenile) conversations and to observe his or her facial expressions. The Judge should have at least a three-quarter view of the witness and be close enough to converse with the witness in a normal tone.

2 Platform Elevation: 6 to 7 inches above the floor level of the Room.

3 Handicapped accessibility:

- Provide handicapped accessibility to and wheelchair parking for first or lower platform level.
- If first level of Jury Box is not above Litigation Area floor level a ramp or lifting device is not necessary.
- If enough the first Jury Box level is elevated and room is allowed, construct permanent wheelchair ramp, if practicable.
- If room does not exist to place fixed ramps for handicapped individuals, consideration must be given to a vertical lifting device. If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete. For example, the Clerk's station's floor can retract to floor level and elevate to the appropriate level.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 4 to 6 feet by 1 to 2 feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Removable panels for conduit/cable access.
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A comfortable, heavy based non-castered chair that can be removed for handicapped witnesses.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between bench and rear wall: 6 feet.

10 Working Relationships:

- The Judge should have at least a three-quarter view of the witness and, if necessary, an interpreter.
- Should not be located close enough to the Judge's Bench so as to afford overhearing conversations between the Judge and the Attorneys.
- Should have clear view of Video Screen.
- Should have handicapped access to Room.

11 Interpreter's Station: One lightweight, castered Lectern with work stool of similar

quality to Witness' Chair per facility is authorized for use by Interpreters. This Lectern and Stool is positioned next to the Witness Box when an interpreter is necessary. Audio provisions for an interpreter shall be provided in each Jury Courtroom.

(E) Bailiff's Station (part of Construction Casework):

1 General: The Bailiff's Station is a free-standing, lectern height work station positioned to allow the Bailiff to view the entire courtroom. The Bailiff's Station should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations, but in a smaller scale. The station should also be functional with a small work surface.

2 Platform Elevation: not applicable

3 Handicapped accessibility: not applicable.

4 Work Surfaces:

- Width: 2 1/2 feet minimum to 3 feet maximum.
- Depth: 18 inches to 24 inches with non-reflective surface.
- Height: 36-40 inches

5 Privacy Rail: 4 to 6 inches.

6 Provisions:

- Hand truck slots for repositioning of station.
- Pencil Drawer
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Communications provisions for two way contact with Judge and Central Security Room/Area, to include a leg or foot activated alarm.
- A fixed, elevated Chair (stool height).

7 Construction Material: Finished, furniture grade hardwood.

8 Armor: Non applicable for Court facilities with less than six (6) courtrooms. For large (6 jury trial courtrooms and more) Urban-Metropolitan facilities the AOC General Manager of Facilities may require one courtroom be provided a Bailiff Station with armor as follows:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.

(G) Lectern:

1 General: The Courtroom Lectern should match the general appearance of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. It should be movable and should not mar the Room floor while doing so. The Lectern should accommodate Attorneys of different height with dignity, therefore it should be adjustable. The use of wireless microphones is encouraged.

2 Work Surfaces: Width 2'-6" to 3'-0" feet by Depth of 1'-8" to 2'-0" with non-reflective surface.

3 Heights:

- Work Surface: Adjustable from 30-inches to 40-inches.
- Privacy Rail: 4-inches to 6-inches.

4 Provisions:

- Retractable or locking heavy-duty casters.
- Two gooseneck or adjustable microphone stands.
- Should have at least six (6) but no more than eight(8) castered, armed, medium back chairs of similar appearance to Juror chairs per Attorney table.
- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.

5 Construction Material: Finished hardwood.

6 Armor: None

7 Working Relationships: Lectern should be positionable at any location within the open area within the Room.

(H) Attorney Tables:

1 General: The Attorney Tables should match the general finish of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. They shall be freestanding and not attached to any other component(s) of the Room.

2 Number of Attorney Tables:

- Standard: Two (2)
- Large Courtrooms: Four (4)
- Multidefendant Courtrooms: Eight (8)

3 Work Surface: Width 7'-0" to 8'-0" feet by Depth of 4'-0".

4 Height:

5 Provisions:

- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.
- A minimum of six (6) castered armchairs of similar appearance to the Juror's chairs shall be provided for each Attorney table.

6 Construction Material: Finished hardwood.

7 Armor: None

8 Working Relationships:

- Should be positioned at least six-feet (6'-0") from the nearest attorney's table to avoid overhearing private attorney/client conversations.
- Should be positioned at least 60-inches from rail dividing Room from Spectator Area.

(I) Audio/Visual System(s): See Chapter 8. (Paragraph 8-7)

(J) Automated Data Processing (ADP) System(s):

1 General: Every participant of the court proceedings must have ADP access. Consideration for technology advances must be considered when designing ADP access. Conduits and/or raceways of sufficient size and convenience shall be used to ease the inevitable upgrade or replacement of the originally designed system. The conduits and raceways shall be sized 150-percent of their current required size and shall terminate in the Audio/Visual Room.

2 General: The courtroom's ADP system supports both voice and data. The location of its outlets and controls are as follows:

- Divider Rail between Litigation and Spectator Areas behind the Attorney Tables.
- Any open wall of the Room.
- Judge's Bench
- Clerk's Station (two outlets)
- Court Reporter's Station
- Bailiff's Station
- A/V Room* (also location of Multiplexer/Control)

(K) Shared Areas: The following areas are not included in the criteria for Non-Jury Trial Courtrooms. Non-Jury Courtrooms share these areas with an adjacent Jury Trial Courtroom. The authorizations, descriptions, and characteristics of these areas are contained in the Jury Courtroom section of this publication.

- Security Check
- Public Waiting Area
- Attorney/Client Areas
- Prosecutor's Area
- Law Enforcement Area
- Secure Holding
- Audio/Visual Room
- Storage Room

(5) Informal Hearing Room Components:

- Judge's/Commissioner's Bench
- Clerk's Station
- Court Reporter's Station
- Conference Table(s)
- Spectator Area
- Audio/Visual System(s)
- ADP System(s)
- Security Provisions

(6) Informal Hearing Room Characteristics: Activities which take place in a Commissioner's/Informal Hearing Room include hearings for minor infractions, small claims, settlement conferences, mediation, and arbitration.

(A) Room Shape: The room should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Height: 10 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color.
- Lighting controls should be provided at a point convenient to the Judge's Bench, as well as at the door to Judicial Circulation.

(D) Environment:

- Control of temperature from the vicinity of the Judge and Clerk.
- Ventilation of the courtroom should provide a comfortable, quiet environment for the participants.
- When the room is not in use, the controls should allow the room to go into a "stand-by" mode, which expends minimal energy.
- De-stratification ventilation (circulation) should be active in non-use periods.

(E) Acoustics:

- The wall behind the Judge's bench and Witness Box should be sound reflective.
- Other wall surfaces should be moderately sound absorptive.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the Courtroom.
- Electronic amplification of court proceedings
- Amplification and diffusion of sound throughout the Room
- Limit reverberation
- Eliminate noise from outside the Courtroom.

(F) ADA Consideration:

- If not ADA compliant in design, construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.
- If room does not exist to place fixed or temporary ramps for handicapped individuals, consideration must be given to a vertical lifting device.
- If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete.
- This device must have controls, which can be disabled, when not in use.

(G) Security: The room shall be equipped with video and audio monitors for the external, Judge and Bailiff monitoring and two way communication, via the public address system and phone sets and intercom system at Judicial Staff Stations, with the Security Control Room/Area. All Judicial Staff stations within the Room shall be equipped with a foot or knee activated duress alarm.

(H) Approved room layouts: There shall no built-up areas in the room that prevents viewing of entire courtroom by the bailiff.

(7) Informal Hearing Room Component Descriptions

(A) Judge's Bench:

1 General: The dignity of the court should be reflected in the design of the bench, but at a scaled-down level from a Jury Trial Courtroom. The bench should be impressive and functional with a spacious work surface shielded from public view. The bench should permit the judge not only to see and hear all persons in the courtroom, but also to be seen and heard by all.

2 Platform Elevation: 8 to 12 inches above the floor level of the Room.

3 Handicapped accessibility:

- If not ADA compliant in design, construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.
- If room does not exist to place fixed or temporary ramps for handicapped individuals, consideration must be given to a vertical lifting device.
- If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 5 to 7 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail:

- 4-inches
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- A large, high-backed, castered chair of impressive appearance, preferably leather.
- Communications with Security Personnel, Court Officers, and waiting areas for witnesses.

7 Construction Material: Finished hardwood.

8 Side-Bar: 1 to 1 ½ feet for conferences with attorneys.

9 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the bench to the floor slab.

10 Distance between bench and rear wall: 6 feet.

11 Working Relationships:

- Should be in close proximity to Witness Stand, where juveniles may sit. It is imperative that the Judge be able to speak to the witness in a normal tone of voice.
- Should have immediate access to Court Clerk for the passing back and forth of printed materials.
- Should be in close proximity and have clear view of the occupant Witness Box, which may be a child.
- Should have "side bar" area for "across the bench" conferencing with attorneys.
- Should have close access to doorway leading to the Judge's Chambers or Judicial Staff circulation.

(B) Clerk's Station:

1 General: The Clerk's workstation should match the general appearance of the Judge's bench. The station should also be impressive and functional with a spacious work surface shielded from public view. The workstation should allow immediate and convenient access to the Judge for private communications and the passing back and forth of documents.

2 Platform Elevation: 4 to 6 inches above the floor level of the Room.

3 Handicapped accessibility:

- If not ADA compliant in design, construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.
- If room does not exist to place fixed or temporary ramps for handicapped individuals, consideration must be given to a vertical lifting device.
- If such device is necessary, and is approved by the AOC General Manager of Facilities, it shall be totally discrete.
- This device must have controls, which can be disabled, when not in use.

4 Work Surfaces: 5 to 8 by 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail:

- 4 to 8 inches.
- If privacy rail extends between Judge and Clerk, a pass-through slot must be provided.

6 Provisions:

- Pencil Drawer
- Mobile Pedestal two-drawer Cabinet
- Forms shelves
- Book Shelves
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Sound, lighting and HVAC controls for Courtroom.
- A large, medium backed, casted chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between work surface and rear wall: 6 feet.

10 Working Relationships:

- Should have immediate access to the Judge for private communications and the passing back and forth of printed materials.
- Should have close access to doorway leading to the Judicial Staff circulation.

(C) Court Reporter's Station:

1 General: If an automated court reporting system is provided for a courtroom, the AOC General Manager of Facilities may elect to not include a Court Reporter's Station.

If an automated court reporting system is not provided the Reporter's Station the Reporter's Station should match the general appearance of the Judge's bench. The station should also be impressive and functional with a work surface shielded from public view. The workstation should allow the reporter to clearly hear all conversations in the litigation area and observe facial expressions of the participants, particularly the witness. If the court uses a (video) court reporting system, a court reporter may not be present in the courtroom for the documentation of proceedings. This does not negate the necessity to provide and install a Court Reporter's Station. In rare circumstances, a Reporter's Station may not be installed, but the area and provisions for future installation must be provided.

If an automated court reporting system is provided, the AOC General Manager of Facilities may elect to include one or more free-standing Court Reporter's Stations for the facility which have been constructed to match the general appearance of the Judge's Bench, but, are constructed so as to be disassembled, boxed, banded, labeled, and stored within the court facility. These free-standing unit(s) shall be "bolt together" construction and shall be assembled for inspection, disassembled, boxed and banded, labeled and stored as per instructions of the AOC General Manager of Facilities. Additionally, floor mounted, flush electrical, telecommunications, and data infrastructure shall be provided for this unit.

2 Platform Elevation: 4 to 6 inches above the floor level.

3 Handicapped accessibility: If not ADA compliant in design, construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.

4 Work Surfaces: 4 to 6 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Pencil Drawer
- Lockable Drawer for evidence and tape storage
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A large, medium backed, castered chair of similar appearance to the Judge's chair.

7 Construction Material: Finished hardwood.

8 Armor:

- Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required.
- Armor shall be 3/8" AR500 steel, or approved equal.
- Armor shall be full width and extend from the top of the station to the floor slab.

9 Distance between workstation and rear wall: 6 feet.

10 Working Relationships:

- Court reporter must be able to see the facial expressions of all participants as well as hear every word spoken on the record.
- Should have close access to doorway leading to the Judicial Staff circulation.

(D) Bailiff's Station:

1 General: The Bailiffs station is a freestanding workstation positioned to allow the Bailiff to view the entire courtroom. The Bailiffs Station should match the general appearance of the Judge's bench and the Clerk's and Reporter's stations, but in a smaller scale. The station should also be functional with a small work surface positioned on a small platform, which elevates the Bailiff above the floor level of the Room.

2 Platform Elevation: 6 to 8 inches above the floor level of the Room.

3 Handicapped accessibility: not applicable.

4 Work Surfaces: 2'-8" to 3'-6" feet by 1'-8" to 2'-0" with non-reflective surface.

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Hand truck slots for repositioning of station.
- Pencil Drawer
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Communications provisions for two way contact with Judge and Central Security Room/Area, to include a leg or foot activated alarm.
- A fixed, elevated Chair (stool height).

7 Construction Material: Finished hardwood.

8 Armor: None.

9 Distance between bench and rear wall: 6 feet.

10 Working Relationships:

- The Bailiff Station should have a clear view of the entire courtroom.
- Should be positioned at least six-feet (6'-0") from the nearest obstacle.
- Should provide cover for the Bailiff in the event of weapons fire.
- Pedestal should be of sufficient size to safely hold station and a fixed elevated chair.

(H) Conference Tables:

1 General: The Conference Tables should match the general finish of the Judge's bench and the Clerk's, Reporter's, and Bailiffs stations. They shall be freestanding and not attached to any other component(s) of the Room.

2 Number of Conference Tables: Two (2), which can be combined to create one large work-surface.

3 Work Surface (per table): Width 8'-0" to 10'-0" feet by Depth of 4'-0".

4 Height: 29 to 30 inches (from floor to working surface).

5 Provisions:

- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system or a portable recording system.
- A minimum of twelve (12) castered armchairs of similar appearance to the Juror's chairs shall be provided for each Attorney table.

6 Construction Material: Finished hardwood.

7 Armor: None

(I) Audio/Visual System(s): See Chapter 8. (Paragraph 8-7)

(J) Automated Data Processing (ADP) System(s):

1 General: Every participant of the court proceedings must have ADP access. Consideration for technology advances must be considered when designing ADP access. Conduits and/or raceways of sufficient size and convenience shall be used to ease the inevitable upgrade or replacement of the originally designed system. The conduits and raceways shall be sized 150-percent of their current required size and shall terminate in the Audio/Visual Room.

2 General: The courtroom's ADP system supports both voice and data. The location of its outlets and controls are as follows:

- Divider Rail between Litigation and Spectator Areas behind the Attorney Tables.
- Any open wall of the Room.
- Judge's Bench
- Clerk's Station (two outlets)
- Court Reporter's Station
- Bailiff's Station
- A/V Room (also location of Multiplexer/Control)

(8) Shared Areas: The following areas are not included in the criteria for Non-Jury Trial Courtrooms. Non-Jury Courtrooms share these areas with an adjacent Jury Trial Courtroom. The authorizations, descriptions, and characteristics of these areas are contained in the Jury Courtroom section of this publication.

- Security Check
- Public Waiting Area
- Attorney/Client Areas
- Prosecutor's Area
- Law Enforcement Area
- Secure Holding
- Audio/Visual Room
- Storage Room

D. Grand Jury Areas:

(1) Components of Grand Jury Area

- Grand Jury Room
- Jury Lounge
- Jury Restroom(s)
- Witness Waiting Room
- Attorney/Client Area
- Reception Area
- Vestibule/Security Check
- Evidence Storage
- Audio/Visual Equipment Area

(2) Components of Grand Jury Room:

- Juror's Area/Box
- Court Reporter's Station
- Witness Stand
- Lectern
- Prosecutor and Attorney Tables
- Audio/Visual System(s)
- ADP System(s)
- Security Provisions

(3) Grand Jury Room Characteristics: Grand Jury activities primarily include determinations for prosecutions and investigations. No Judge is present during Grand Jury activities. This room is usually used by Judicial Staff and Officers to conduct conferences, training, and informal hearings when not in use by a Grand Jury.

(A) Room Shape: The room should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Height: 10 to 12 feet

(C) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color.
- Lighting controls should be provided at a point convenient to the Jurors, as well as at the door to Judicial Circulation.

(D) Environment:

- Control of temperature from the vicinity of the Jurors' entrance.
- Ventilation of the courtroom should provide a comfortable, quiet environment for the participants.
- When the room is not in use, the controls should allow the room to go into a "stand-by" mode, which expends minimal energy.
- Destratification ventilation (circulation) should be active in non-use periods.

(E) Acoustics:

- The walls behind the Jurors Area/Box should be sound absorbing.
- Other wall surfaces should be moderately sound reflective.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).

- Normal conversation should be audible to all present in the room.
- Electronic amplification of court proceedings
- Amplification and diffusion of sound throughout the Room
- Limit reverberation
- Eliminate noise from outside the room.

(F) ADA Consideration: All areas within the Room shall be handicapped accessible.

(G) Security: The room may be equipped with video and audio monitors for the external security personnel monitoring and two way communication, via the public address system and phone sets and intercom system at the Jury Forman's station, with the Security Control Room/Area. Three (additional) juror stations within the room shall be equipped with a foot or knee activated duress alarm.

(H) Working Relationships within Grand Jury Area (Suite): The following diagram indicates working relationships.

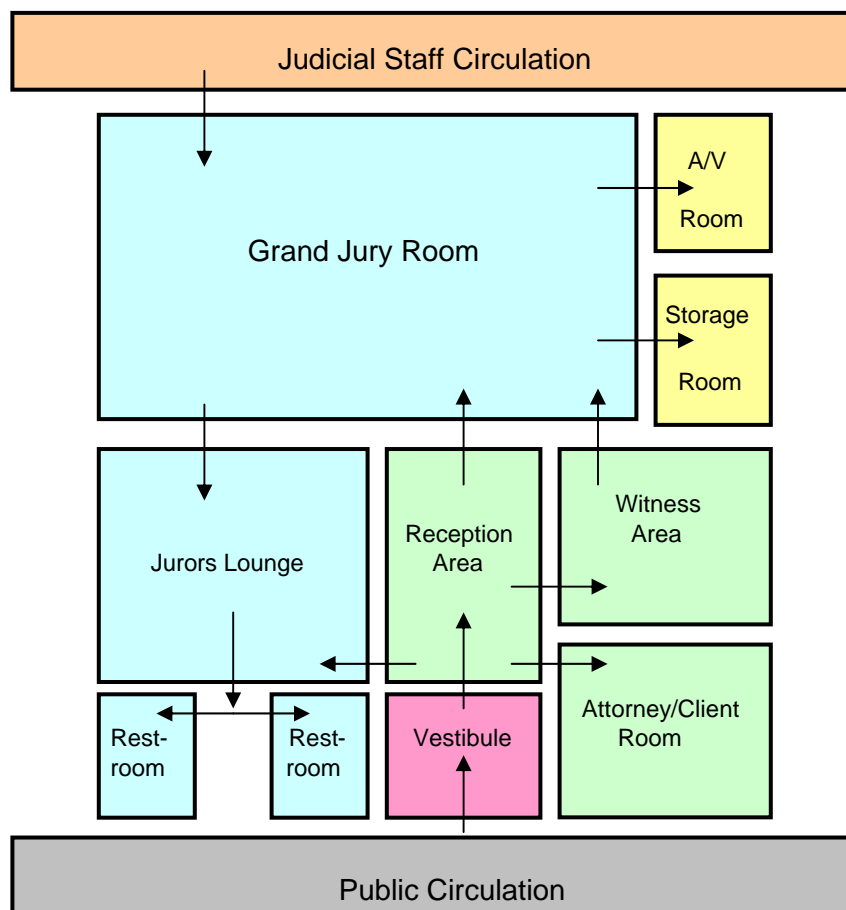


Figure 4-3 Grand Jury Functional Area Relationships

(H) Approved Room Layouts: The room may contain a formal Jury Box with work surfaces for Jurors, may contain a "U" shaped Conference table, or may be a simple arrangement of standard (rectangle) conference tables. This are shall be accessed via Public Circulation.

(4) Grand Jury Room Component Descriptions

(A) Jurors' Area:

1 General: Typically, the Grand Jury Area consists of a table or a group of tables in a conference room setting, ("U" arrangement) for Grand Jurors. In rare instance, a formal Jury Area may be desired, otherwise the area shall be configured for conference tables. If a Grand Jury Box is constructed, the dignity of the Grand Jury should be reflected in the design of the box. The Juror's Box should be impressive and functional with work surfaces at least partially shielded from non-juror view. The box, which usually a "U" shaped arrangement of tables, or custom built table, should permit 14 Jurors to see and hear all persons in the room. If a "Juror's Box" is used, it may have two elevated tiers. The Box's workstations shall have a work surface for each Juror.

2 Platform Elevations (Jury Box):

- First Tier: 6 to 8 inches above the floor elevation of the room.
- Second Tier: 12 to 14 inches above the floor level of the Room.

3 Handicapped accessibility: construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.

4 Work Surfaces: 4 to 5 feet by 1'-8" to 2'-0" to 2½ feet with non-reflective surface for each Juror. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4-inches

6 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- A high-backed, castered chairs of impressive appearance, preferably leather.
- Communications with Security Personnel, Court Officers, and waiting areas for witnesses for Jury Forman.
- The ability to electronically "Seal" the Grand Jury Room and control the locks on individual doors

7 Construction Material: Finished hardwood.

8 Armor: For Jury Box only. Optional (at the discretion of the AOC General Manager of Facilities) steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. If armor shall be 3/8" AR500 steel.

9 Distance between work surfaces and rear wall: 6 feet.

10 Working Relationships:

- Should have clear view of Witness Stand, where juveniles may sit. Jurors must be able to speak to the witness in a normal tone of voice.
- Should have close access to doorway leading to the Juror Lounge area and Juror Restrooms. The Grand Jury suite is accessed through Public circulation.

(B) Court Reporter's Station:

1 General: If required, the Reporter's Station should match the general appearance of the Juror's Box or Table. The station should also be impressive and functional with a work surface shielded from public view. The workstation should allow the reporter to clearly hear all conversations in the room and observe facial expressions of the participants, particularly the witness. If the court uses a (video) court reporting system, a court reporter may not be present in the courtroom for the documentation of proceedings. This does not negate the necessity to provide and install a Court Reporter's Station. In rare circumstances, a Reporter's Station may not be installed, but the area and provisions for future installation must be provided.

2 Platform Elevation: 5 to 7 inches above the floor level.

3 Handicapped accessibility: If not ADA compliant in design, construct so temporary or semi- permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.

4 Work Surfaces: 4 to 6 feet by 2 to 2½ feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Pencil Drawer
- Lockable Drawer for evidence and tape storage
- Shelves for supplies
- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A large, medium backed, castered chair of similar appearance to the Jurors' chairs.

7 Construction Material: Finished hardwood.

8 Armor: None

9 Distance between workstation and rear wall: 6 feet.

10 Working Relationships:

- Court reporter must be able to see the facial expressions of all participants as well as hear every word spoken on the record.
- Should have close access to doorway leading to the Judicial Staff circulation.

(C) Witness Stand, if required:

1 General: The Witness Stand should match the general appearance of the Jury Box and Reporter's stations. The station should also be impressive and functional with a small work surface. The Witness Stand should allow the Jurors and the Reporter to clearly hear all witness's (including children and juveniles) conversations and to observe his or her facial expressions. The Jurors should have at least a three-quarter view of the witness and be close enough to converse with the witness in a normal tone.

2 Platform Elevation: 5 to 7 inches above the floor level of the Room.

3 Handicapped accessibility: If not ADA compliant in design, construct so temporary or semi-permanent wheelchair ramp can easily be installed. Design and provide one (1) temporary ramp for facility.

4 Work Surfaces: 4 to 6 feet by 1 to 2 feet with non-reflective surface. Height: 29 to 30 inches (from floor to working surface).

5 Privacy Rail: 4 to 8 inches.

6 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles
- Recording/Transcribing equipment or controls or provisions for such equipment.
- A comfortable, heavy based non-castered chair that can be removed for handicapped witnesses.

7 Construction Material: Finished hardwood.

8 Armor: None

9 Distance between bench and rear wall: 6 feet.

10 Working Relationships:

- The Jurors should have at least a three-quarter view of the witness.
- Should have clear view of Video Screen.
- Should have handicapped access to Room.

11 Interpreter's Station: One lightweight, castered Lectern with work stool of similar quality to Witness' Chair per facility is authorized for use by Interpreters. This Lectern and Stool is positioned next to the Witness Box when an interpreter is necessary. Audio provisions for an interpreter shall be provided in each Jury Courtroom.

(D) Lectern:

1 General: The Lectern should match the general appearance of the Jurors' Box and the Reporter's Station. It should be movable and should not mar the Room floor while doing so. The Lectern should accommodate Attorneys of different height with dignity, therefore it should be adjustable. The use of wireless microphones is encouraged.

2 Work Surfaces: Width 2'-6" to 3'-0" feet by Depth of 1'-8" to 2'-0" with non-reflective surface.

3 Heights:

Work Surface: Adjustable from 30-inches to 40-inches.

Privacy Rail: 4-inches to 6-inches.

4 Provisions:

- Retractable or locking heavy-duty casters.
- Two gooseneck or adjustable microphone stands.
- Should have at least six (6) but no more than eight(8) castered, armed, medium back chairs of similar appearance to Juror chairs per Attorney table.
- Secure (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.

5 Construction Material: Finished hardwood.

6 Armor: None

7 Working Relationships: Lectern should be positionable at any location within the open area within the Room.

(H) Prosecutor and Attorney Tables:

1 General: The Attorney Tables should match the general finish of the Jurors' Box and the Reporter's Station. They shall be freestanding and not attached to any other component(s) of the Room.

2 Number of Attorney Tables: Two (2).

3 Work Surface: Width 7'-0" to 8'-0" feet by Depth of 4'-0".

4 Height: 29 to 30 inches (from floor to working surface).

5 Provisions:

- Secure hard-wired or (low power, very short range) Wireless Microphones linked to courtroom public-address and court reporter's system.
- A minimum of six (6) castered armchairs of similar appearance to the Juror's chairs shall be provided for each Attorney table.

6 Construction Material: Finished hardwood.

7 Armor: None

8 Working Relationships:

- Should be positioned at least six-feet (6'-0") from the nearest attorney's table to avoid overhearing private attorney/client conversations.
- Should be positioned at least 60-inches from wall or other barrier.

(I) Audio/Visual System(s): See Chapter 8., if necessary.

(J) Automated Data Processing (ADP) System(s): See Chapter 8.

(5) Jury Lounge Area

(A) General: This area should provide a private comfortable area for jurors to relax and take breaks from their duties. It should be equipped with a wet counter, a small refrigerator, and provisions for snacks. The authorization of this area may be combined with authorized adjacent Jury Lounge Area to make a larger area.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 40 to 70 foot-candles.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Juror Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard.

(F) Furnishings:

- Two tables capable of comfortably accommodating 4 persons each.
- Eight (8) chairs.
- Wet Counter.
- Refrigerator
- Microwave Oven
- Clock

(G) ADA Considerations: This area must be fully ADA compliant.

(H) Audio/Visual Systems: The room shall have electronic provisions to summon a bailiff or security personnel.

(I) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) Working Relationships:

- Access to Grand Jury Room
- Access to Reception Area
- Access to Jury Restroom(s)

(6) Jury Restrooms: The two ADA compliant restrooms (male and female) should be located in the immediate vicinity of the Jury Lounge Area. The restrooms shall be accessed from circulation, not the lounge or deliberation area.

(7) Witness Waiting Room

(A) General: This area should provide a private area which is immediately adjacent to the Grand Jury Room for witness and victims to wait for their "turn" and to meet with counsel.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Witness Waiting Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) castered, medium-backed armchairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the Grand Jury to summon room occupants to the Grand Jury Room is required.
- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.
- A dry-erase board.

(I) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) Working Relationships:

- Access to Reception Area
- Access to Grand Jury Room

(8) Attorney/Client Area

(A) General: This area should provide a private area, which is adjacent to the Grand Jury Room for Attorneys and Clients to confer and wait for court proceedings.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area that will accommodate a six (6) persons conference table with six (6) chairs.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level: 70 to 100 foot-candles, true color, with dimming capability.
- Lighting controls should be provided at the point of entry into the room.

(E) Acoustics:

- The walls in the Attorney/Client Area should absorb sound.
- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Furnishings:

- One conference table capable of comfortably accommodating six (6) persons.
- Six (6) castered, medium-backed armchairs.
- Clock

(G) Coat/Hat/Umbrella Storage shall be permanently installed in clear view along the surface of a wall in the area.

(H) ADA Considerations: The entry and two sides of the area should provide room for wheelchair navigation.

(I) Audio/Visual Systems

- The audio capability for the court to summon room occupants to the courtroom is required.
- A dry-erase board.

(J) Provisions:

- The room shall have electronic provisions to summon a bailiff or security personnel.
- Voice Telephone provisions
- ADP provisions.

(K) Security Provisions: The area shall be equipped with a "panic alarm" that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(L) Working Relationships:

- Access to Reception Area

(9) Components of the Reception Area

- Seating
- Coat/Hat/Umbrella Storage
- Audio/Visual System(s)
- Security Provisions

(10) Reception Area Characteristics

(A) General: This area should provide area and provisions for persons waiting to participate in Grand Jury. This area is between the vestibule/security check and the Grand Jury Room. The area shall have easy access to public facilities (restrooms, vending area and public telephones), and public and Judicial Staff circulation areas.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(C) Room Height: 9 to 12 feet.

(D) Lighting:

- Lighting Level: 50 to 70 foot candles, at least 20 foot candles less than the Grand Jury Room. True color lighting is not required.
- Lighting controls should be provided at a point convenient to persons entering the area.

(E) Acoustics:

- The walls in the Reception Area should absorb sound.
- Walls between the Reception Area and other areas should have a maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be carpeted.

(F) Seating: Couches and Chairs with coffee tables, and end tables.

(G) Coat/Hat/Umbrella Storage shall be permanently installed along the surface of a wall in the area so that all items (coats, hats, and umbrellas) are in clear view to the public and security personnel, to include security personnel in central security (monitoring) room.

(H) ADA Consideration: Adequate areas shall be provided for wheelchair parking in the Public Waiting Area in accordance with ADA. When the Public Waiting Area is used for an overflow spectator area, the Courtroom Public Address "Hearing Impaired System" should be available to spectators who require such assistance.

(I) Audio/Visual Systems: Capability for the Grand Jury to summon witnesses or other participants from the Reception area is required.

(J) Security Provisions: The area shall be equipped with video and audio monitors for external (security room) monitoring. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(K) Working Relationships:

- Access to Public Circulation
- Access to Public Restrooms
- Water Fountains
- Access to Public Vending Area
- Access to Witness/Victim Areas
- Access to Attorney Workroom/Lounge
- Access to Law Enforcement Workroom/Lounge

(11) Vestibule/Security Check Area Characteristics

(A) General: This area links Public Circulation with the Grand Jury Areas' Reception Area and provides a "sound lock" to limit noise distractions for the proceedings. Additionally, it provides an area outside the courtroom for security screening. This area may be used for access to Witness/Victim areas.

(B) Room Shape: The area should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided. Two sets of doors with viewing (glass) panels, one at Vestibule entrance, one at the Courtroom entrance, shall be provided.

(C) Room Height: 9 to 12 feet

(D) Lighting:

- Lighting Level:
 - Vestibule: 40 to 70 foot candles.
 - Security Check Area: 70-100 foot candles, true color lighting.
- Lighting controls should be provided at a point convenient to court security personnel in a secure "box".

(E) Acoustics:

- The walls in this area should absorb sound.
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Flooring should be carpeted to reduce noise distractions.

(F) Audio/Visual Systems: provisions must be provided to security check station for two-way conversations with courtroom officials and central security station.

(G) Security Provisions: The two sets of doors in the Vestibule area shall be lockable for securing the courtroom during non-use. Panic hardware shall be installed for emergency egress. The Vestibule/Security Check Area shall be equipped with video and audio monitors for external (security room), Judge and Bailiff monitoring. There shall be no furnishings in the area other than a stool(s) at the security check station.

(H) Working Relationships: This area shall separate the Grand Jury areas from Public Circulation.

(12) Evidence Storage Area: This area provides space for the secure storage of materials and displays used during proceedings. It is accessed directly from the Grand Jury Room. Shelving, with shelves spaced 20 to 24 inches, should be installed on one wall of the storage area.

(13) Audio/Visual Equipment Area: This area, which is accessed directly from the Grand Jury Room, provides space for electronic Audio/Visual, ADP and telecommunications systems. Additionally, if the room is so configured, the area affords a rear-screen projection area for a very large monitor/display for the Litigation Area. This area shall have installed necessary racking, shelving, electrical supply, telecommunication provisions, and ADP provisions. It shall be designed and constructed to assist the installation of new technologies and the adaptation of existing technologies. All Telecommunications and ADP provisions for the courtroom shall terminate in this area.

E. Judge's Chambers:

(1) Components of Chambers

- Judge's Office
- Judge's Toilet
- Conference/Hearing Room
- Law Clerk's Office
- Court Administrator's Office/Area
- Court Reporter's Office/Area
- Court Secretary's Office/Area
- Court Social Worker's Office/Area
- Files Area
- Court Bailiff's Area
- Reception/Waiting Area
- Storage Area
- Drink/Snack Area
- Copy/Mail/FAX Area
- Judicial Staff Break Area
- Judicial Area Reception/Waiting Area

(2) Chamber(s) Characteristics: Judge's chambers consist of a group of private offices and support areas. The chambers should be isolated from general public access, quiet and comfortable. The dignity of the court and the importance of the Judge's actions should be conveyed (without high levels of opulence). Chamber activities includes day to day non-court room work of performing legal research, drafting opinions, and meeting with attorneys and their clients. The Judicial staff supports the administration and reporting of Judicial Activities.

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights: 9 to 12 feet

(C) Lighting:

- Lighting Level:
 - Overhead Lighting: 70 to 100 foot-candles, true color.
 - Indirect (Lamp, reading light) Lighting: at the discretion of the Judge.
- Lighting controls should be provided at a point convenient to the entrance door.

(D) Environment:

- Control of temperature from the vicinity of Secretary.
- Ventilation of the courtroom should provide a comfortable, quiet environment.

(E) Acoustics:

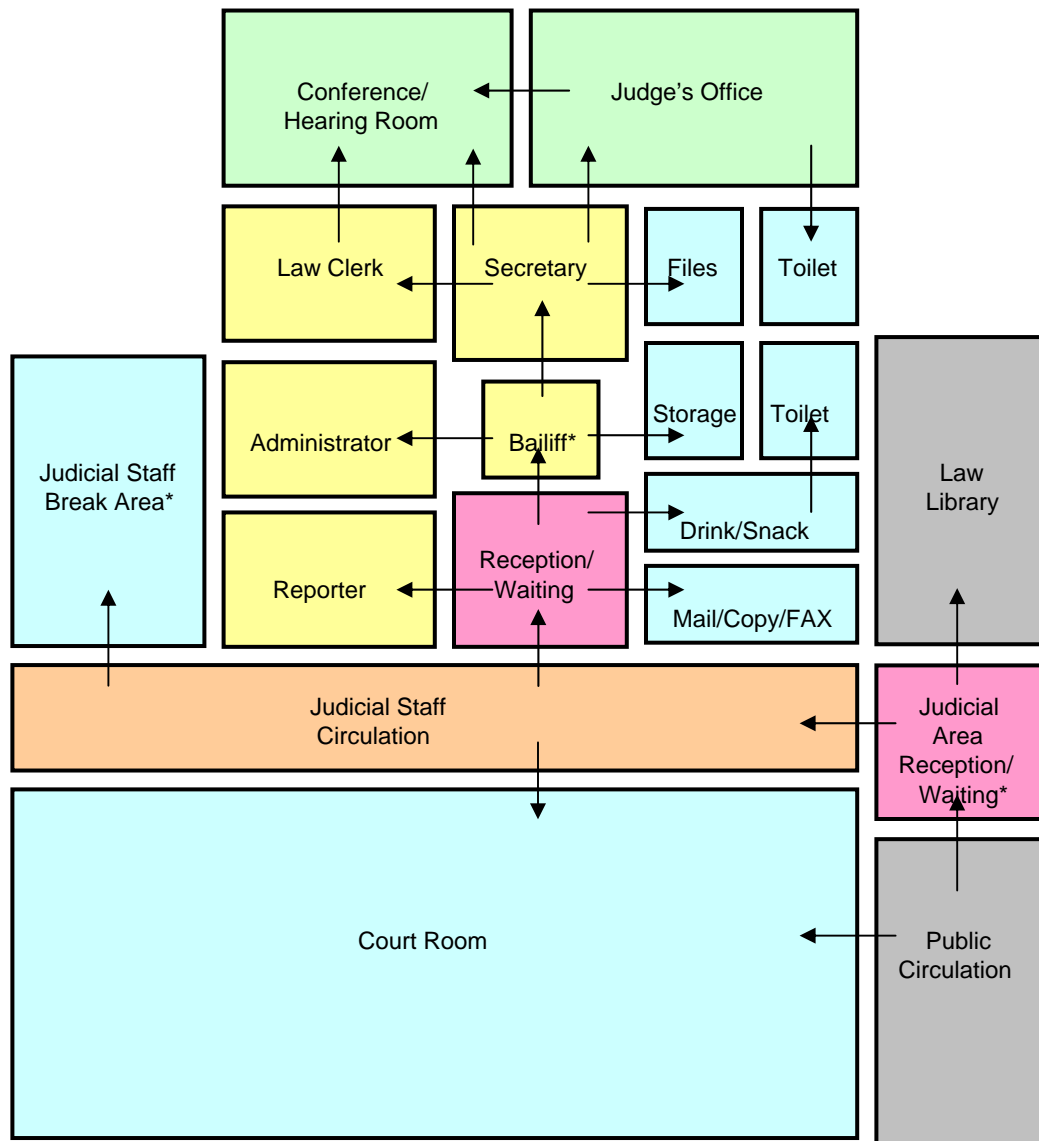
- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the room, without exterior interference.

- Electronic monitoring of court proceedings
- Eliminate noise from outside the room.

(F) ADA Consideration: All areas shall be handicapped accessible.

(G) Security: The area shall be accessible through the Judicial Staff Circulation.

(H) Working Relationships within the Chambers: The following diagram indicates working relationships.



* Large facilities only, require AOC authorization.

Figure 4-4. Judge's Chambers' Functional Area Relationships

(H) Approved Layouts: The chambers shall be situated for privacy and workability. Access to multiple chambers shall be provided via Judicial Staff Circulation. It is not necessary for Chambers to be accessed directly from Public Circulation on each floor of a building. The entrance may be situated on the first floor, for example.

(3) Chambers Component Descriptions

(A) Judge's Office:

1 General: The Judge's office must allow the judge to perform his or her duties in a private and relaxed manner with no external distractions. It is important to remember that lives are changed by a Judges' rulings and legal opinions, which often take long periods of study to render legal opinions. A Judge's office should be spacious, impressive and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with Judge for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 12 LF x 6 FT in height)
- Sofa
- Side Chairs (4 EA maximum)
- Coffee Table
- End Tables (3 EA maximum)
- Lamps (3 EA maximum)
- Work Table
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have close access to doorway leading to the Judicial Staff Circulation.
- Should have close access to Judge's Courtroom.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- If room occupants can be targeted through exterior window within 300 yards, provide anti-ballistic glass.

(B) Judge's Restroom:

1 The ADA compliant restroom shall be located in the immediately off of the Judge's Office.

2 Cabinetry and Furnishings:

- Typical for single toilet restroom.
- Sink with counter space, drawers, and under-sink cabinet storage.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should be accessible from the Judge's Office.

5 Security Provisions: None.

(C) Conference/Hearing Room:

1 General: The conference/hearing room is an extension of the Judge's private office. Also, it can double as a library with shelving on the walls. This room allows for work area, conferences, and informal hearings in a setting, which is segregated from the Judge's office, where the Judge often has sensitive materials, which do not need to be viewed by any one else.

2 Cabinetry and Furnishings:

NOTE: Consult with Judge for specific furnishings and layout requirements.

- Conference Table
- Chairs (8 ea.)
- Dry Erase Board
- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Area for Wall Hangings (4 ea. maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have to doorway leading to the Judge's Chamber
- Should have close access to Reception Area.

5 Security Provisions:

- The room (near doorway to Judge's Office) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- If room occupants can be targeted through exterior window within 300 yards, provide anti-ballistic glass.

(D) Law Clerk's Office:

1 General: The Law Clerk's should match the general appearance of the Judge's Office. The Law Clerk, who is an attorney, performs legal research, reviews case files, and prepares draft documents for the Judge.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 12 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have doorway leading to the Judge's Chamber
- Should have close access to Reception Area.

5 Security Provisions:

- The room may be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(E) Court Administrator's Office:

1 General: If authorized, this office should match the general appearance of the Judge's Office. The Administrator is responsible for the scheduling (docket) and executing administrative functions for the Court or Courts.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza
- Computer Table, if necessary,
- Lateral File Cabinet,
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have doorway leading to the Judge's Chamber
- Should have close access to Reception Area.

5 Security Provisions:

- The room may be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(F) Court Secretary's Office or Area:

1 General: This office or area should match the general appearance of the Judge's Office. The Secretary is responsible for executing clerical and administrative functions for the Court or Courts.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza

- Computer Table, if necessary,
- Lateral File Cabinet,
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have doorway leading to the Judge's Chamber
- Should have immediate and visual access to Reception Area.

5 Security Provisions:

- The room shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(G) Court Social Worker's Office:

1 General: If authorized, this office should match the general appearance of the Judge's Office. The Administrator is responsible for the scheduling (docket) and executing administrative functions for the Court or Courts.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza
- Computer Table, if necessary,
- Lateral File Cabinet,
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack

- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have to doorway leading to the Judge's Chamber
- Should have close access to Reception Area.

5 Security Provisions:

- The room may be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(H) File Area:

1 General: This area may be a separate room or part of the Secretary's Office/Area. If it is designed as part of the Secretary's Office/Area, it should match the general appearance of the Judge's Office. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings:

- Lateral File Cabinets
- Small Work Table, if necessary.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships (if not part of Secretary's area):

Should have to doorway leading to the Secretary's Area

5 Security Provisions: The room shall be lockable.

(I) Storage Area:

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings: Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships (if not part of Secretary's area): Should have to doorway leading to the Secretary's Area or inner office circulation.

5 Security Provisions: The room shall be lockable.

(J) Reception/Waiting Area:

1 General: This area should provide area and provisions for persons waiting to participate in an informal hearing or to meet with the Judge or Judges.

2 Cabinetry and Furnishings:

- Sofa
- Coffee Table
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have immediate and visual access to Secretary Area.
- Should be access via staff circulation.

5 Security Provisions: Lockable entryway.

(K) Coffee Station:

1 General: This area should provide area and provisions for persons waiting to participate in an informal hearing or to meet with the Judge or Judges. The Coffee Station should match the general appearance of the Judge's Office.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of two drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 2ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should have immediate and visual access to Secretary Area.

5 Security Provisions: None.

(L) Judicial Staff Break Area:

1 General: If authorized, this area should provide a private comfortable area for Judicial Staff to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 3ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should accessed via Staff Circulation and be in the vicinity of Judge's Chambers.

5 Security Provisions: Lockable entry.

(L) Judicial Staff Restrooms:

1 The two ADA compliant restrooms (male and female) should be located in the vicinity of the Staff Break Area.

2 Cabinetry and Furnishings: Typical for single toilet restroom.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should accessed via Staff Circulation and be in the vicinity of Staff Break Area.

5 Security Provisions: None.

F. Appellate Judges' Suite:

(1) Components of Appellate Judges' Suite

- Judges' Offices
- Judges' Toilets
- Conference/Hearing Room
- Law Clerk's Office
- Library
- Court Secretary's Office/Area
- Files Area
- Reception/Waiting Area
- Staff Restrooms
- Storage Area
- Coffee Station

(2) Appellate Judges' Suite Characteristics: The Appellate Judge's chambers consist of a group of three private offices (one for a resident or senior Judge, and two for visiting Appellate Panel Judges) and support areas. The chambers should be isolated from general public access, quiet and comfortable. The dignity of the court in the importance of the Judge's actions should be conveyed (without high levels of opulence). Chamber activities include day to day non-court room work of performing legal research, drafting opinions, and meeting with attorneys and their clients. Additionally, the suite must support a three-Appellate Judge Panel, which hears appeal cases. The Judicial staff supports the administration and reporting of Judicial Activities.

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights: 9 to 12 feet

(C) Lighting:

- Lighting Level:
 - Overhead Lighting: 70 to 100 footcandles, true color.
 - Indirect (Lamp, reading light) Lighting: at the discretion of the Judge.
- Lighting controls should be provided at a point convenient to the entrance door.

(D) Environment:

- Control of temperature from the vicinity of entrance.
- Ventilation of the courtroom should provide a comfortable, quiet environment.

(E) Acoustics:

- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Normal conversation should be audible to all present in the room, without exterior interference.
- Electronic monitoring of court proceedings
- Eliminate noise from outside the room.

(F) ADA Consideration: All areas within the Rooms shall be handicapped accessible.

(G) Security: The area shall be accessed through the Judicial Staff Circulation.

(H) Working Relationships within the Chambers: The following diagram indicates working relationships.

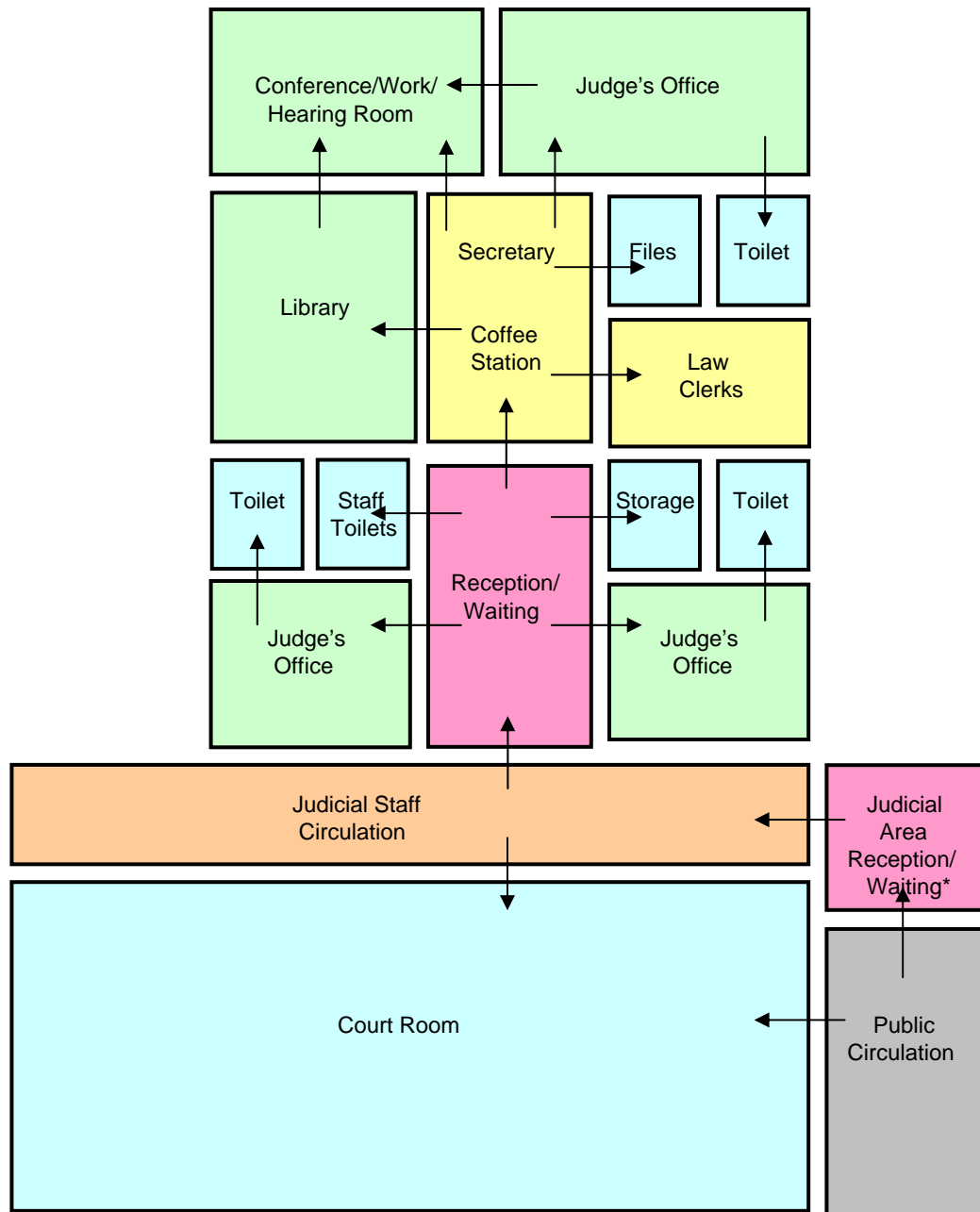


Diagram 4-5. Appellate Judges' Suite (if AOC Authorized) Functional Area Relationships

(H) Approved Layouts: The suite shall be situated for privacy and workability. Access to Appellate Judges' Suite and multiple Judge's chambers shall be provided via Judicial Staff Circulation. It is not necessary for Suite and Chambers to be accessed directly from Public Circulation on each floor of a building. The entrance may be situated on the first floor, for example.

(3) Appellate Judges' Suite Component Descriptions

(A) Appellate Judges' Offices:

1 General: Judges' offices must allow each judge to perform his or her duties in a private and relaxed manner with no external distractions. The larger office shall be considered as a full-time occupied area, along with the Secretarial and one clerk's area. The other two Judge's offices may be situated slightly detached from full-time staff, if required by design layout. These two offices are for "visiting" members of a three-Judge Appellate Panel. It is important to remember that lives are changed by Judges' rulings and legal opinions, which often take long periods of study to render legal opinions. Each Judge's office should be spacious, impressive and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with Judge for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 12 LF x 6 FT in height)
- Sofa
- Side Chairs (4 EA maximum)
- Coffee Table
- End Tables (3 EA maximum)
- Lamps (3 EA maximum)
- Work Table
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have close access to doorway leading to the Judicial Staff Circulation.
- Should have close access to Courtroom with provisions for Appellate (3-Judge) Panel.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- If room occupants can be targeted through exterior window within 300 yards, provide anti-ballistic glass.

(B) Judge's Restroom:

1 The ADA compliant restroom shall be located in the immediately off of the Judge's Office.

2 Cabinetry and Furnishings:

- Typical for single toilet restroom.
- Sink with counter space, drawers, and under-sink cabinet storage.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should accessed from the Judge's Office.

5 Security Provisions: None.

(C) Conference/Hearing Room:

1 General: The conference/hearing/work room is an extension of the largest (Judge's) private office. This room allows for work area, conferences, and informal hearings in a setting which is segregated from the Judges' office, where the Judges often has sensitive materials which do not need to be viewed by any one else.

2 Handicapped accessibility: All Staff areas shall be ADA compliant.

3 Cabinetry and Furnishings:

NOTE: Consult with Judge for specific furnishings and layout requirements.

- Conference Table
- Chairs (8 ea.)
- Dry Erase Board
- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Area for Wall Hangings (4 ea. maximum)

4 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

5 Working Relationships:

- Should have to doorway leading to the largest Judge's Office.
- Should have close access to Reception Area.

6 Security Provisions:

- The room (near doorway to Judge's Office) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(D) Law Clerks' Area:

1 General: Each Appellate Judge has at least one Law Clerk. The Law Clerks' area/office(s) should match the general appearance of the Judges' Offices. The Law Clerks, who are attorneys, performs legal research, reviews case files, and prepares draft documents for the Judges.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza
- Computer Table, if necessary, and/or
- Modular Work Stations
- Lateral File Cabinet
- Book Shelves (at least 12 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall, minimum for four work stations)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall, 2ea for four workstations).

4 Working Relationships:

- Should have to doorway leading to the Judge's Chamber and/or Secretary or Reception Area, and/or library.
- Should have close access to Reception Area.

5 Security Provisions:

- The room may be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(E) Library:

1 General: Appeals Court Judges must have access to a small, private Law Library. This Library should match the general appearance of the Judge's Office.

2 Cabinetry and Furnishings:

- Book Shelving,
- Computer Table,
- Task Chair (for Computer Table),
- Work Table,
- Chairs (for work table) (6 EA maximum)
- Lamps (2 EA maximum),
- Coat Rack,
- Clock,
- Waste Containers (2 EA), and
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling (one for Computer Table, one close to work table),
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have doorway leading to the Secretary's Area,
- May have doorway to Conference Room, and
- May have doorway to Clerks' area.

5 Security Provisions:

- The room shall be lockable.

(F) Court Secretary's Office or Area:

1 General: This office or area should match the general appearance of the Judges' offices. The Secretary is responsible for executing clerical and administrative functions for the Court.

2 Cabinetry and Furnishings:

- Executive Desk
- Executive Chair
- Credenza
- Computer Table, if necessary,
- Lateral File Cabinet,
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Chairs (for work table) (4 EA maximum)
- Coat Rack

- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have doorway leading to the (largest) Judge's Office,
- Should have immediate and visual access to Reception Area.

5 Security Provisions:

- The room shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(G) File Area:

1 General: This area may be a separate room or part of the Secretary's Office/Area. If it is designed as part of the Secretary's Office/Area, it should match the general appearance of the Judge's Office. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings:

- Lateral File Cabinets
- Small Work Table, if necessary.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships (if not part of Secretary's area):

- Should have doorway leading to the Secretary's Area

5 Security Provisions:

The room shall be lockable.

(H) Reception/Waiting Area:

1 General: This office or area should match the general appearance of the Judge's Office and shall provide area and provisions for persons waiting to participate in an informal hearing or to meet with a Judge or Judges.

2 Cabinetry and Furnishings:

- Sofa
- Coffee Table
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Work Table, if necessary,
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have immediate and visual access to Secretary Area.
- Should be access via staff circulation.

5 Security Provisions: Lockable entryway.

(I) Judicial Staff Restrooms:

1 The two ADA compliant restrooms (male and female) should be located in the vicinity of the Staff Break Area.

2 Cabinetry and Furnishings: Typical for single toilet restroom.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should accessed via Staff Circulation and be in the vicinity of Staff Break Area.

5 Security Provisions: None.

(J) Storage Area:

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings: Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships (if not part of Secretary's area): Should have to doorway leading to the Secretary's Area or inner office circulation.

5 Security Provisions: The room shall be lockable.

(K) Coffee Station:

1 General: This area should provide area and provisions for persons waiting to participate in an informal hearing or to meet with the Judge or Judges. The Coffee Station should match the general appearance of the Judge's Office.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of two drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 2ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should have immediate and visual access to Secretary Area.

5 Security Provisions: None.

G. Conference and Resource Area:

(1) Components of Law Library

- Resource Area,
- Conference/Work Area,
- Staff Area,
- Copy Area,
- ADP Area, and
- Storage Area.

(2) Conference and Resource Area Characteristics: This area may range from a small Rural Courthouse area with limited provisions to a large Urban/Metropolitan Courthouse, which has a full-time staff, copy area, and ADP area. In addition to the Judicial Staff, the courthouse's (legal) library must serve the local community (public and legal professionals). The area should provide an aesthetically pleasing, quiet and functional environment for legal research, conferences, informal hearings, etc.

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights: 9 to 12 feet, minimum.

(C) Lighting:

- Lighting Level:
- Overhead Lighting: 70 to 100 foot-candles (or 40 to 70 if lamps are used in work area).
- Lamp or Reading Light Lighting as required.
- Lighting controls should be provided at a point convenient to the entrance door.

(D) Environment:

- Control of temperature from the vicinity of entrance.
- Ventilation of the courtroom should provide a comfortable, quiet environment.

(E) Acoustics:

- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Noise from normal conversation should be minimized with, if possible, sound absorbing materials,
- Electronic monitoring of court proceedings, if necessary,
- Eliminate noise from outside the room.

(F) ADA Consideration: All areas within the library shall be handicapped accessible.

(G) Security: The area shall be accessible through Public Circulation.

(3) Component Descriptions

(A) Resource Area:

1 General: This area is for the actual storage of legal books. It may be configured as rows of free standing shelves, and/or be wall mounted shelving. The shelving shall be sized to house legal books and publications and shall be of sufficient strength to support the books with no sagging. The Shelving may be hardwood or steel-reinforced hardwood. Shelving should be adjustable.

2 Cabinetry and Furnishings: Library Book (and publication, if necessary) Shelving.

NOTE: Consult with Judge for specific furnishings and layout requirements.

3 Provisions: Adequate number of A/C power receptacles.

4 Working Relationships: Should immediate and open access to Library Work Area.

5 Security Provisions: Room must be lockable.

(B) Conference/Work Area:

1 General: The Conference/Work Area is immediately adjacent to the resource storage area(s). This area allows room for work table/chairs for legal research.

2 Cabinetry and Furnishings:

NOTE: Consult with Judge for specific furnishings and layout requirements.

- Work Tables,
- Chairs (4 ea. Per work table)
- Lamps, if necessary,
- Clock,
- Waste Container,
- Area for Wall Hangings (4 ea. maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have doorway to Public Circulation, preferably near the entrance to Judicial Staff Circulation.

5 Security Provisions: Room must be lockable.

(C) Copy Area:

1 General: If authorized, a copier (and printer) area may be included in the Law Library. This area is adjacent to the ADP area.

2 Cabinetry and Furnishings: Work Table.

3 Provisions:

- Adequate number of ports for ADP equipment (including copier and printer) cabling (minimum 1 ea. per wall, minimum for four work stations)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea duplex outlets).

4 Working Relationships: Should have immediate and open access to Library Work Area.

5 Security Provisions: None

(D) ADP Area:

1 General: The Automated Data Processing (ADP) Area is used by both the public and the Judicial Staff to electronically access information which is not contained in the Law Library's collection of books and publications. The number of ADP stations shall be determined by the AOC General Manager of Facilities.

2 Cabinetry and Furnishings:

- Computer Table, sufficiently large for a minimum of two (2) computers with monitor, keypad, mouse, small printer, and a general work surface,
- Task Chair (for Computer Table),
- Waste Containers (1 EA).

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per work station)
- Raceway or conduit for telecommunication/ADP cabling (one for each Computer Table), and
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships: Should have immediate and open access to Library Work Area.

5 Security Provisions: None

(E) Storage Area:

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings: Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships (if not part of Secretary's area): Should have to doorway leading to the Secretary's Area or inner office circulation.

5 Security Provisions: The room shall be lockable.

H. Circuit Court Clerk Areas:

(1) Components of Circuit Court Clerk Areas

- Circuit Court Clerk's Office
- Circuit Court Clerk's Toilet
- District Court Clerk's Office
- Supervisor Areas
- Clerk Staff Workstation Area(s)
- Permanent Counter Workstations
- Public Queuing and Waiting
- Cashier's Station
- Drive Through Cashier's Station
- Records Review Area
- Active and Inactive Records Storage Areas
- Archived Records Storage Area
- Evidence Storage
- Copy/FAX/Mail Area
- Conference/Hearing Room
- Staff Lounge Area
- Staff Restrooms
- Office Storage Area
- Multipurpose Work/Meeting Room(s)

(2) Circuit Court Clerk Areas Characteristics: This area consists of a group of public areas, public services areas, private offices, and support areas. The Circuit Court Clerk's Areas should be easily accessed by the public at a point as near to the main entrance as practically possible. Activities which occur within the Clerk's area includes, but is not limited to: paying of fines, filing of judicial documents, storage of judicial (trial records) documents, drivers license testing and issuance, and general support of the courts. The dignity of the court in the importance of the Clerk's actions should be conveyed (without high levels of opulence) by the design and construction of this "high-traffic" area.

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided. Care shall be taken to insure clear views within open areas, particularly from Clerk Staff Workstation Area to the Public Queuing and Waiting area.

(B) Room Heights: 9 to 12 feet

(C) Lighting:

- Lighting Level: Overhead Lighting in all areas: 70 to 100 foot-candles, true color not required.
- Lighting controls should be provided at a point convenient to the entrance door, within staff (non-public) areas.

(D) Environment:

- Control of temperature from the vicinity of Circuit Court Clerk.
- Ventilation of the courtroom should provide a comfortable, quiet environment.

(E) Acoustics:

- Walls should have a maximum sound transmission coefficient (STC) of fifty (50).
- Noise from normal conversation should be minimized with, if possible, sound absorbing materials, and
- Minimize noise from outside the room.

(F) ADA Consideration: All areas shall be handicapped accessible.

(G) Security:

- Public Queuing and Waiting, Multipurpose Work/Meeting Room(s): Lockable entrance from Public Circulation.
- All other Clerk Areas: Accessed through the Judicial Staff Circulation and/or directly via an electronically locked entrance.

(H) Working Relationships within the Circuit Court Clerk's Areas: The following diagram indicates working relationships.

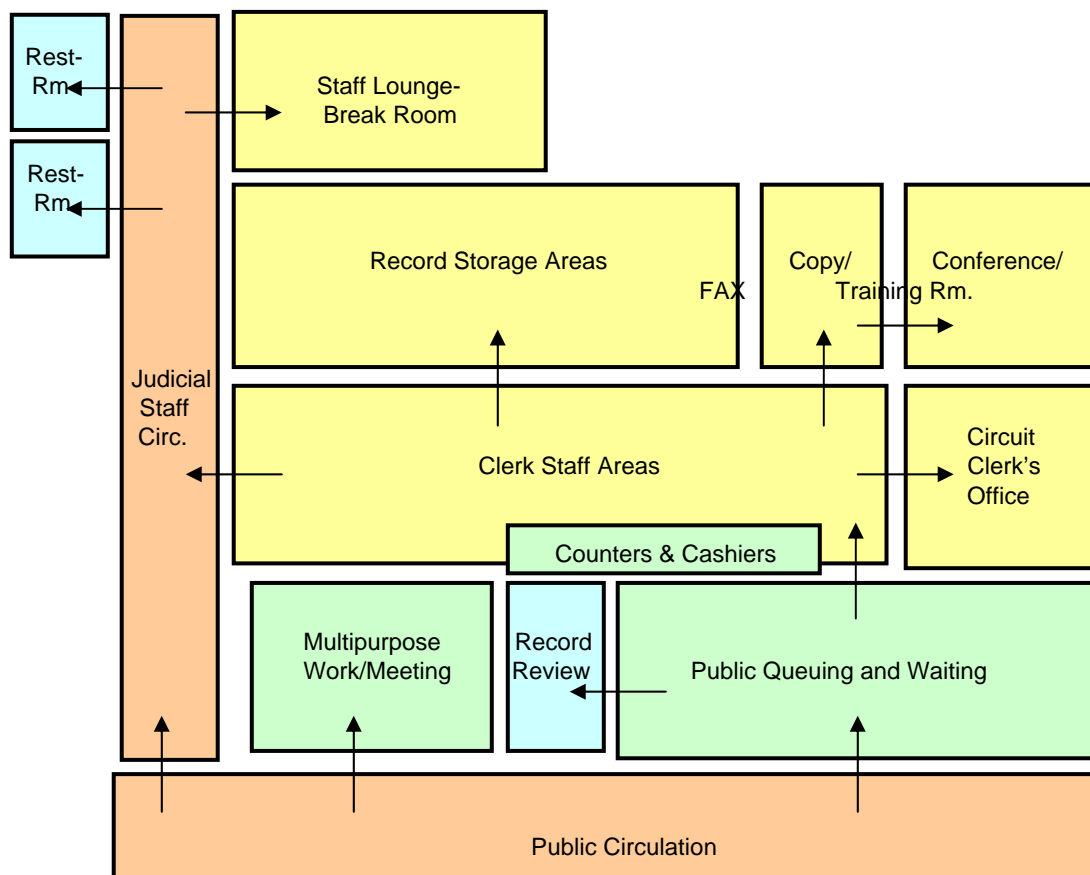


Figure 4-6. Circuit Court Clerk Functional Area Relationships

(3) Circuit Court Clerk Areas Descriptions

(A) Circuit Court Clerk's Office:

1 General: The Circuit Court Clerk's Office must allow the Clerk to perform his or her duties in a private and relaxed manner with minimal external distractions. A Clerk's office should be spacious, impressive and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with Clerk for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 8 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- Coffee Table
- End Tables (2 EA maximum)
- Lamps (2 EA maximum)
- Work Table
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions: (SEE Courtroom sections for Automated Court Reporting System requirements)

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom System, if not integrated into telephone system (Check with AOC).

4 Working Relationships:

- Should have close access leading to the Clerk Staff Work Areas.
- Should have access to Staff Circulation, which leads to Courtrooms.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- If room occupants can be targeted through exterior window within 300 yards, provide anti-ballistic glass.

(B) Clerk's Restroom:

- 1 The ADA compliant restroom shall be located in the immediately off of the Judge's Office.
- 2 Cabinetry and Furnishings:
 - Typical for single toilet restroom.
 - Sink with counter space, drawers, and under-sink cabinet storage.
- 3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.
- 4 Working Relationships: Should be accessible from the Clerk's Office.
- 5 Security Provisions: None.

(C) District Court Clerk's Office:

1 General: In larger court facilities, a District Court Clerk, who works under the supervision of the Circuit Court Clerk, may be authorized. The District Court Clerk's Office must allow the Clerk to perform his or her duties in a private and relaxed manner with minimal external distractions.

2 Cabinetry and Furnishings:

NOTE: Consult with Clerk for specific furnishings and layout requirements.

- Executive Desk
 - Executive Chair
 - Credenza
 - Computer Table
 - Lateral File Cabinet
 - Book Shelves (at least 4 LF x 6 FT in height)
 - Side Chairs (2 EA maximum)
 - End Tables (2 EA maximum)
 - Lamps (2 EA maximum)
 - Work Table
 - Chairs (for work table) (4 EA maximum)
 - Coat Rack
 - Clock
 - Waste Containers (2 EA)
 - Area for Wall Hangings (4 EA maximum)
- 3 Provisions:
- Adequate number of ports for ADP equipment cabling
 - Raceway or conduit for telecommunication/ADP cabling
 - Adequate number of A/C power receptacles.
 - Intercom System, if not integrated into telephone system (Check with AOC)..
- 4 Working Relationships:
- Should have close access leading to the Clerk Staff Work Areas.
 - Should have access to Staff Circulation, which leads to Courtrooms.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(D) Supervisor (and Professional Staff) Areas:

1 General: Clerk’s office may have one or more supervisors and a bookkeeper/accountant who are authorized the following. These individuals supervise or manage people and/or functions and require private space for personnel or money-handling matters.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (1 EA maximum)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom System, if not integrated into telephone system (Check with AOC)..

4 Working Relationships:

- Should have close access leading to the Clerk Staff Work Areas.
- Should have access to Staff Circulation, which leads to Courtrooms.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(E) Clerk’s Staff Workstation Areas:

1 General: Clerk’s Staff Workstations generally consist of Modular Workstations, which are situated in open bay area(s). These Open Bay Areas must usually be situated adjacent to the Permanent Counter Workstations in functional groupings under individual Supervisors.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Modular Workstation
 - Pedestal Desk with Drawers
 - Pedestal Credenza with Drawers
 - Bridges
 - Stack-on Credenza
 - Doored Shelves
 - Mobile Pedestal
 - Task Light
- Filing Cabinet
- Task Chair
- Side Chair
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom System.

4 Working Relationships:

- Should have immediate access to File Storage Area, Permanent Counter Workstations, and Copy/FAX/Mail Area.
- Should have access Secure Circulation.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(F) Permanent Counter Workstations:

1 General: Permanent Counter Workstations generally consists of Service Counters and Built-in workstations for use by Clerk’s Staff to execute “Sustain” duties and responsibilities. These workstations are situated between the Clerk Staff Workstation Area and the Public Queuing and Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Permanent Counter Workstations
 - Public Service Counter
 - Work Surfaces
 - Personal Computer
 - Printer
 - Form and Paper Storage
- Task Chair
- Waste Container

3 Work Surfaces:

- Width (per station): 4 feet minimum.
- Depth, main surface: 2 feet minimum to 2½ feet maximum.

4 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

5 Working Relationships:

- Should have immediate access to Clerk Staff Work Area and access to the File Storage Area and Copy/FAX/Mail Area.
- Should have access to Judicial Staff Circulation.

6 Security Provisions:

- The stations shall be equipped with a tempered glass panel system, which has openings no greater than sixteen inches (1'-4") but not less than fourteen inches (1'-2") which extends upward from the service counter. The openings may be equipped with a sliding glass "door", which is lockable from the clerk side of the counter or a pass-through slot (vertical or horizontal). If a door is provided, the lock shall not be keyed nor shall it be a display cabinet style lock. This opening prevents easy bodily intrusions into the clerk staff work area and prevents handling of equipment and documents from the public side of the counter, while allowing face-to-face contact between clerk staff and the public. If a voice transmission provision is provided, it should be positioned in a practical manner so as not to force persons to extend to use it. Special attention shall be given to configuration of workstation, glazing, doors, etc. so as not to obstruct view of or otherwise impede the work of clerk personnel.
- The Stations shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- Counter Workstations may be equipped with Ballistic-Resistant Glass (polycarbonate) if approved by the AOC General Manager of Facilities.
- Armor within cabinetry (if deemed necessary by the AOC General Manager of Facilities): Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. Armor shall be 3/8"AR500 steel, or approved equal.

(G) Public Queuing and Waiting:

1 General: Public Queuing and Waiting generally consists of an open area, which separates the Permanent Counter Workstations from Public Circulation. This area should provide an efficient and comfortable environment for the public as they queue for service at the Permanent Counter Workstation. Because this area is often the only area the public visits within the Courthouse, the area must be aesthetically pleasing and should impress the importance of its function(s).

2 Cabinetry and Furnishings: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Work Counter (for the completion of necessary forms and applications),
- Bench Seating,
- Public Notice display(s),
- Theater Roping, and
- Waste Container

3 Provisions:

- Ports for ADP equipment cabling (future electronic displays)
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have immediate access to Permanent Counter Workstations, Records Review Area and Public Circulation.
- Should have secured access to Clerk Staff Work area.

5 Security Provisions: Shall be observable from the Clerk Staff Work Area.

(H) Cashier:

1 General: The Cashier Station(s) is where fines and fees are paid to the Circuit Court Clerk. This station generally consists of Secure, Bank-Style Service Counter(s) and Built-in workstations for use by Clerk's Staff to execute "Cashier" duties and responsibilities. These workstations are situated between the Clerk Staff Workstation Area and the Public Queuing and Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Permanent Counter Workstations
 - Public Service Counter
 - Work Surfaces
- Task Chair
- Waste Container

3 Provisions:

- Provisions and area for Cash Register.
- Securable Drawers.
- Adequate number of ports for ADP equipment cabling.
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have access to Judicial Staff Circulation.

5 Security Provisions:

- The stations shall be equipped with a tempered glass panel system, which has openings no greater than sixteen inches (1'-4") but not less than fourteen inches (1'-2") which extends upward from the service counter. The openings may be equipped with a sliding glass "door", which is lockable from the clerk side of the counter or a pass-through slot (vertical or horizontal). If a door is provided, the lock shall not be keyed nor shall it be a display cabinet style lock. This opening prevents easy bodily intrusions into the clerk staff work area and prevents handling of equipment and documents from the public side of the counter, while allowing face-to-face contact between clerk staff and the public. If a voice transmission provision is provided, it should be positioned in a practical manner so as not to force persons to extend to use it. Special attention shall be given to configuration of workstation, glazing, doors, etc. so as not to obstruct view of or otherwise impede the work of clerk personnel.
- The Stations shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- Cashier Workstations may be equipped with Ballistic-Resistant Glass (polycarbonate) if approved by the AOC General Manager of Facilities.
- Armor within cabinetry (if deemed necessary by the AOC General Manager of Facilities): Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. Armor shall be 3/8" AR500 steel, or approved equal.

(I) Drive-Through Cashier Station:

1 General: If authorized, the Drive-Through Cashier Station(s) is where fines and fees are paid to the Circuit Court Clerk and (limited) Sustain duties are executed. This station generally consists of a pre-fabricated, Secure, Bank-Style Drive-Through Station and Built-in workstations for use by Clerk's Staff to execute "Cashier" and "Sustain" duties and responsibilities. These workstations are situated as part of or an extension of the Clerk Staff Workstation Area.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Pre-fabricated, secure, bank-style drive-through station with a "pass-through" drawer large enough to accommodate a legal-size file.
 - Work Surfaces
- Task Chair
- Waste Container

3 Provisions:

- Provisions and area for Cash Register.
- Securable Drawers.
- Adequate number of ports for ADP equipment cabling.
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have access Judicial Staff Circulation.

5 Security Provisions:

- The Stations shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.
- Drive-Through Cashier Workstations shall be equipped with Ballistic-Resistant Glass (polycarbonate).

(J) Driver's License Station(s):

1 General: Driver's License Station(s) consists of two separate areas; public area and staff area. The public area is an open area measuring at least five-feet (5'-0") from the Driver's License Service Counter and the wall or other barrier. A built-in workstations for use by Clerk's Staff to execute "Driver's License" duties and responsibilities shall be provided. These workstations are situated adjacent to the Clerk Staff Workstation Area and accessed through Public Queuing and Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Permanent Counter Workstations
 - Public Service Counter
 - Work Surfaces (adequately sized for a Camera, Personal Computer, Keyboard, mouse, and, if deemed necessary, up to two (2) computer terminals consisting of a display screen and a keyboard).
- Printer Stand(s), which houses a side-feed large printer on the top level and a bottom feed printer on the lower level,
- Task Chair (for each station),
- File Cabinets, and
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling (3 minimum per station),
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have access Judicial Staff Circulation.

5 Security Provisions:

- The Stations shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.
- Counter Workstations may be equipped with Ballistic-Resistant Glass (polycarbonate) if approved the by the AOC General Manager of Facilities.

(K) Records Review Area(s):

1 General: A Records Review Area consists of two separate areas; public area and a service Counter. The public area is an open area with a worktable(s) and a small Computer Work Station(s). Both the worktable(s) and workstation(s) are for public review of court document in an environment, which can be electronically secured (locked). Upon completion of review of court documents and the return of these court documents to Clerk's Staff, the individual is allowed to egress the room.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Work Table
- Computer Work Station
- Task Chairs
- Service Counter, with lockable window.

3 Provisions:

- Adequate number of ports for ADP equipment cabling (1 minimum per station),
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have immediate, but electronically lockable, access to Public Queuing and Waiting Area,
- May have access Judicial Staff Circulation.

5 Security Provisions:

- The Service Counter, on Clerk Work Area Side, shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- Electronic Locking mechanism with indicator ("LOCKED") both inside and outside the area, which is controlled from within the Clerk's area.
- Service Counter may be equipped with Ballistic-Resistant Glass (polycarbonate) and Steel Armor if approved by the AOC General Manager of Facilities.

(L) Active and Inactive Records Storage Area/Room:

1 General: The Active and Inactive Records Storage Area or Room is where Court Records are stored for access by Circuit Clerk Staff on a daily basis. These records must be immediately retrievable for Judicial proceedings and research. Generally, these areas are combined and a movable file storage system is utilized. In smaller courthouse, standard file shelving may be used.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Movable File Storage System (on tracks or rails) or
- File Storage Shelving,

- Work Table (3' by 8' minimum)
- File Cabinets, as necessary
- Task Chair
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling.
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom System.
- Sensors for intrusion, heat, flame, and smoke.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have access Judicial Staff Circulation.

5 Security Provisions: Lockable Door.

(M) Archived Records Storage Area/Room:

1 General: The Archived Records Storage Area/Room is where old (in accordance with AOC procedure) Court Records are temporarily stored in boxes prior to shipment to the Commonwealth of Kentucky Library and Archives for permanent storage.

2 Cabinetry and Furnishings: Storage Shelving capable of holding Boxed Legal Files.

NOTE: Consult with Clerk for specific furnishings and layout requirements.

3 Provisions:

- Adequate number of A/C power receptacles.
- Sensors for intrusion, heat, flame, and smoke.

4 Working Relationships:

- Should have immediate access to Clerk Staff Work Area.
- Should have access Judicial Staff Circulation.

5 Security Provisions: Lockable Door.

(N) Evidence Storage Room:

1 General: The Evidence Storage Room is where items (evidence) is stored for and during trials. This room is a securable, fire resistant room with steel shelves.

2 Cabinetry and Furnishings: Storage Shelving of varying depths and shelf-heights.

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

3 Provisions:

- Explosive Environment Light Fixtures and A/C power receptacles.
- Grounding for all shelving.
- Active, explosion-proof ventilation to exterior (outside of building) environment.
- Explosion resistant, steel door.
- Sensors for intrusion, heat, flame, smoke, and lower explosive (atmosphere) limit (LEL).
- Negative pressure in relation to adjacent areas, exhausted (low velocity) to building exterior.

4 Working Relationships:

- Should have access to Clerk Staff Work Area.
- Should have access Judicial Staff Circulation.

5 Security Provisions: Lockable Door.

(O) Copy/FAX/Mail Area(s):

1 General: The Copy/FAX/Mail area(s) within the Circuit Court Clerk's Area should be centrally located for all staff to use. The area shall have ADP provisions for (future) copiers which double as printers.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Work Table
- Mail Bins

3 Provisions:

- Adequate number of ports for ADP equipment cabling (1 minimum per station),
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Should centrally located within Clerk Staff Work Area.

5 Security Provisions: None

(P) Conference/Training Room:

1 General: The conference/training room is an extension of the Clerk's private office and or the Clerk's Staff Work Area. This room allows for work area, conferences, and training in a setting, which is segregated from the day-to-day operations of the Circuit Court Clerk.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Conference Table
- Chairs (8 ea. minimum)
- Dry Erase Board

- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Wall Hangings (4 ea. maximum)

requirements) 3 Provisions: (SEE Courtroom sections for Automated Court Reporting System

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- May have to doorway leading to the Clerk's Office.
- Shall have doorway leading to Clerk Staff Work Area.

5 Security Provisions: Lockable Entry.

(Q) Staff Lounge (Break) Area:

1 General: If authorized, this area should provide a private comfortable area for Clerk's Staff to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 3ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should accessed via Judicial Staff Circulation and be in the vicinity of the Clerk's Area.

5 Security Provisions: Lockable entry.

(R) Staff Restrooms:

1 The two ADA compliant restrooms (male and female) should be located in the vicinity of the Staff Lounge (Break) Area.

2 Cabinetry and Furnishings: Typical, ADA Compliant.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should accessed via Judicial Staff Circulation and be in the vicinity of Staff Break Area.

5 Security Provisions: None.

(S) Office Storage Area:

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings: Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships: Accessible from Clerk Staff Work Area.

5 Security Provisions: The room shall be lockable.

(T) Multi-Purpose Work/Meeting Room:

1 General: The Multi-Purpose Work/Meeting Room is for use by the Court of Justice (for hearings, Grand Juries, etc) the public, and by (other) government agencies on an event-by-event basis. This room may, as a minimum, be used by the Kentucky State Police, for Driver's License Written Exams.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Individual Small Classroom Style Conference Tables
- Chairs (12 ea. minimum)
- Dry Erase Board
- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Area for Wall Hangings (2 ea. maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling (minimum 2 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships: Shall be access either through Public Circulation or through Clerk Area Public Queuing and Waiting.

5 Security Provisions: Lockable Entry.

I. Prisoner Handling Facilities:

Facility (1) Components of Prisoner Handling Facilities which are “Secure” Areas within a Judicial

- Vehicular Sallyport
- Group Holding Cells
- Individual Holding Cells
- Security Vestibule
- Staging and Preparation Areas
- Interview Rooms
- Enforcement Personnel Areas
- Enforcement Personnel Storage
- Guard Restrooms and Showers

(2) Prisoner Handling Facilities Characteristics:

These areas are for temporary secure holding of prisoners awaiting judicial proceedings or are awaiting transport to a detention facility and are not intended to be used as “prison” areas. These facilities are for the accommodation of prisoners and detainees, who must undertake Judicial actions, such as arraignments and trials. These facilities are segregated from all other functional areas within a court facility and link with Secure Circulation to obtain access to Courtrooms. The general flow of traffic for these facilities is from the Sallyport, to the Security Vestibule, to the Holding Cells, to the Staging and Preparation Area, to the Secure Circulation, to the Courtroom holding area, and then reverse order back to Sallyport. These facilities shall be constructed in accordance with AOC Guidance..

(A) Room Shape: The area should be simply designed, generally utilizing a rectangular area with one or more “individual holding cells”.

(B) Room Height: 8 to 12 feet

(C) Lighting: See Paragraph 7-5 for special requirements.

- Lighting Level: 60 to 80 foot-candles.
- Lighting controls should be provided at the point accessible only by Security Personnel.

(D) Acoustics:

- Maximum sound transmission coefficient (STC) of fifty (50).
- The floor shall be hard.

(E) Furnishings: Only furnishings in accordance with security guidelines established by the Kentucky Corrections Department are authorized.

(F) ADA Considerations: This area should accommodate at least one (1) wheelchair-bound detainee.

(G) Audio/Visual Systems

- Audio and Visual monitoring systems linked to the central security center.
- A dry-erase board.

(H) Provisions

- The audio capability for the court to summon detainees to the courtroom is required.
- The area shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions.
- ADP provisions.

(I) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(J) Working Relationships: Access to Secure Circulation.

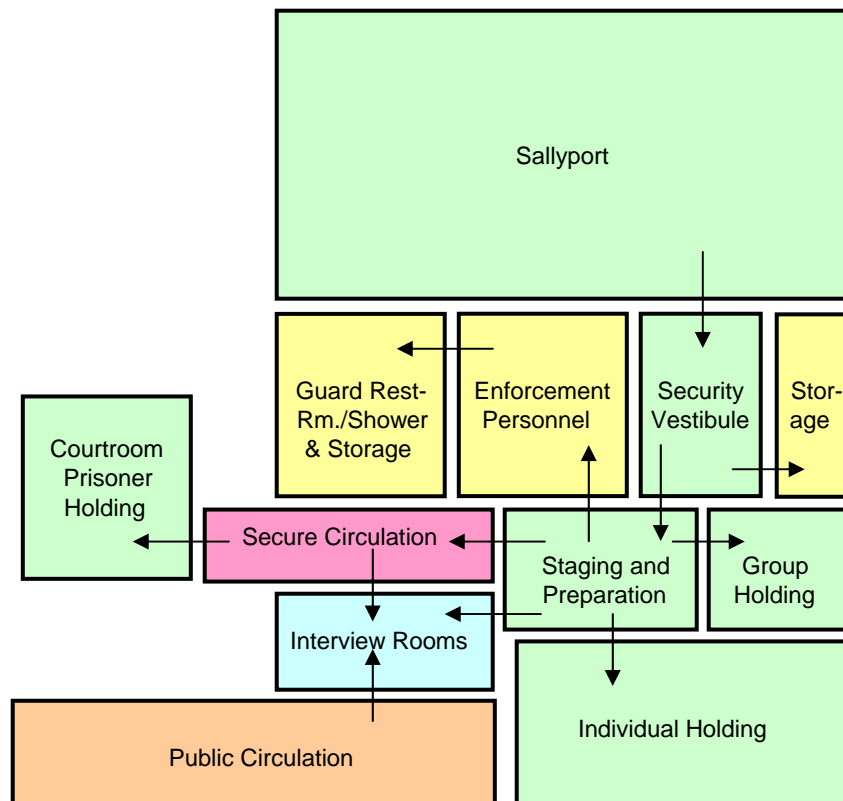


Figure 4-7. Prisoner Handling Area Functional Area Relationships

(3) Prisoner Handling Facilities Descriptions

(A) Vehicular Sallyport:

1 General: There are two types of Sallyports, enclosed and open. The enclosed Sallyport is accessed by prisoner transport vehicles through an electrically operated vehicular (commercial garage-type) door(s). The area is then secured (door is closed) prior to movement of prisoners to the Security Vestibule for in-processing. An open Sallyport may be acceptable for Rural Court Facilities. Open Sallyports may be constructed with a privacy fence and an overhead cover. As with the enclosed Sallyport, the area is secured prior to prisoner movement to the Security Vestibule.

2 Cabinetry and Furnishings: None

3 Provisions:

- Audio and Video Monitoring of the Sallyport and the entrance to the Sallyport from by Security and Enforcement (prisoner handling) personnel.
- Shall have audio communications with enforcement and security personnel at doorway to Security Vestibule and externally at Sallyport entrance.
- A lockable, vandal resistant window and document pass-through to the Enforcement Personnel.
- A 2'-0" by 4'-0" work surface mounted at counter height near to window/document pass-through.
- Electronically operated (opened) Garage-type door.
- Intercom System.

4 Working Relationships: Should have doorway leading to the Security Vestibule.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security and enforcement personnel.
- Communications with Security Personnel.

(B) Group Holding Cells: A minimum of one (1) Group Holding Cell shall be provided for Court Facilities. A group holding cell is defined as a secure holding area, which can accommodate a minimum of six (6) individuals in a sitting position. As part of the group holding cell, sanitary facilities, including a toilet and hand sink, shall be provided. Holding cell walls shall be constructed with concrete block, concrete or steel with non-porous surfaces on floor, ceilings, and walls for sanitary purposes. The sanitary, seating and lighting fixtures are fixed penal institution type. The doors are heavy gauge steel with minimal tempered wire-glass viewing windows. Door swing hardware is external to the cell. Locking hardware shall include a deadbolt lock and as well as an institutional non-locking knob and latch. No electrical, telecommunications, or data receptacles are allowed. If required by the AOC, monitoring equipment may be provided. See Table 5-2. See Paragraph 7-5C for Finishes.

(C) Individual Holding Cells: A minimum of two (2) Individual Holding Cells shall be provided for Court Facilities. A group holding cell is defined as a secure holding area, which can accommodate a minimum of two (2), but typically one, individuals in a sitting position. As part of the group holding cell, sanitary facilities, including a toilet and hand sink, shall be provided. Holding cell walls shall be constructed with concrete block, concrete or steel with non-porous surfaces on floor, ceilings, and walls for sanitary purposes. The sanitary, seating and lighting fixtures are fixed penal institution type. The doors are heavy gauge steel with minimal tempered wire-glass viewing windows. Door swing hardware is external to the cell. Locking hardware shall include a deadbolt lock and as well as an institutional non-locking knob and latch. No electrical, telecommunications, or data receptacles are allowed. If required by the AOC, monitoring equipment may be provided. See Table 5-2. See Paragraph 7-5C for Finishes.

(D) Security Vestibule:

1 General: The Security Vestibule is where prisoners and detainees are processed into and out of the court facility. This area shall be directly viewed through a vandal resistant window from the Enforcement Personnel Area. Additionally, a document pass-through shall be provided. This area shall be designed and constructed in accordance with (IAW) the medium security guidelines established by the Kentucky Corrections Department. The area(s) shall have non-porous surfaces on floor, ceilings, and walls for sanitary purposes. See Table 5-2. See Paragraph 7-5C. This area shall not be equipped with any device, such as a fire alarm, which can be used by a prisoner to evacuate the building.

2 Cabinetry and Furnishings: None

3 Provisions:

- Audio and Video Monitoring of the Vestibule by Security and Enforcement (prisoner handling) personnel.
- Direct observation of area from Enforcement Personnel Area.
- Shall have audio communications with enforcement and security personnel.
- A lockable, vandal resistant window and document pass-through to the Enforcement Personnel Area.
- A 2'-0" by 4'-0" work surface mounted at counter height near to window/document pass-through.

4 Working Relationships:

- Should be accessed only from Sally Port and Staging and Preparation Areas.
- Should be located adjacent to Enforcement Personnel Area.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- Electronically operated locks for both doors leading from Sallyport and to Staging and Preparation Areas, which are controlled from the Enforcement Personnel Area.
- Intercom System.

(E) Staging and Preparation Area:

1 General: The Staging and Preparation Area is where prisoners and detainees are processed into and out of the holding cells and individual courtroom(s). This area shall be directly viewed through a vandal resistant window from the Enforcement Personnel Area. Additionally, a document pass-through shall be provided. This area shall be designed and constructed in accordance with (IAW) the medium security guidelines established by the Kentucky Corrections Department. The area(s) shall have non-porous surfaces on floor, ceilings, and walls for sanitary purposes. See Table 5-2. See Paragraph 7-5C. This area shall not be equipped with any device, such as a fire alarm, which can be used by a prisoner to evacuate the building.

2 Cabinetry and Furnishings: Bench seating, along wall(s)

3 Provisions:

- Audio and Video Monitoring of the Vestibule by Security and Enforcement (prisoner handling) personnel.
- Direct observation of area from Enforcement Personnel Area.
- Shall have audio communications with enforcement and security personnel.
- A lockable, vandal resistant window and document pass-through to the Enforcement Personnel Area.
- A 2'-0" by 4'-0" work surface mounted at counter height near to window/document pass-through.
- Electronically operated locks for both doors leading from the Security Vestibule and to Secure Circulation, which are controlled from the Enforcement Personnel Area.
- Intercom System.

4 Working Relationships:

- Shall be accessed from:
 - Security Vestibule,
 - Secure Circulation,
 - Holding Cells, and
 - Enforcement Personnel Area.
- May have direct access with Interview Rooms.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- As a minimum, electronically operated locks for both doors leading from Security Vestibule and to Secure Circulation, which are controlled from the Enforcement Personnel Area.
- Communications with Security Personnel.

(F) Interview Rooms:

1 General: The Interview Rooms provide facilities for prisoners and detainees to consult with their attorneys or to communicate with authorized visitors in a secure setting that does not allow the passing of any materials. This area allows prisoners to remain in a secure setting while allowing attorneys and visitors access from Public Circulation. This area shall be designed and constructed in accordance with (IAW) the medium security guidelines established by the Kentucky Corrections Department. The area(s) shall have non-porous surfaces on floor, ceilings, and walls for sanitary purposes.

2 Cabinetry and Furnishings: Built-in work surfaces (2'-0" by 5'-0" minimum each side) separated by ballistic resistant glass (polycarbonate) with a non-amplified, non-electronic voice transmission device.

3 Provisions:

- Intercom communications with Enforcement Personnel Area.
- Intercom communications with Enforcement Personnel from outside of the rooms, in the public circulation area.
- Doorways from Staging and Preparation or Secure Circulation shall have a vandal-resistant observation window.

4 Working Relationships:

- May have direct access with Staging and Preparation Area or
- May have direct access from Secure Circulation.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- As a minimum, electronically operated locks entry from Public Circulation.

(G) Enforcement Personnel Area:

1 General: The Enforcement Personnel Area is the Control Center for all Prisoner and Detainee transport and handling. A clear view of the Sallyport, Security Vestibule, and Staging and Preparation areas must be obtained from this room. Document pass-through is required from this area to the Sallyport, Security Vestibule, and Staging and Preparation Areas. Additionally, electronic audio monitoring and viewing, intercom communication, and electronically operated locks are controlled from this area. This area must also serve as a refuge for Enforcement Personnel in the event of a hostile event. The area(s) shall have non-porous surfaces on floor, ceilings, and walls for sanitary purposes.

2 Cabinetry and Furnishings:

- Built-in work surfaces (2'-6" in depth, minimum).
- Modular Workstations
 - Pedestal Desk with Drawers
 - Pedestal Credenza with Drawers
 - Bridges
 - Stack-on Credenza
 - Doored Shelves
 - Mobile Pedestal

- Task Light
- Filing Cabinet
- Task Chairs (2ea minimum)
- Side Chairs (2ea minimum)
- Storage Cabinet(s)
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom communications with Enforcement Personnel Area from within all Prisoner Handling Facilities throughout Courthouse.
- Electronic Controls for doors and access to, from, and around Secure Circulation and all Prisoner Handling area within the Court Facility.

4 Working Relationships:

- Shall have direct access with Staging and Preparation Area.
- Shall have direct access to Enforcement Personnel Storage.
- Shall have direct access to Guard Restroom/Shower/Lockers.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Electronic Controls for doors and access to, from, and around Secure Circulation and all Prisoner Handling Facilities within the Court Facility.
- Windows shall be vandal resistant.

(H) Enforcement Personnel Storage:

1 General: Enforcement Personnel Storage is segregated into two (2) separate areas; Storage for Enforcement Personnel Equipment and Storage for Food Service items. The Food Service portion of the Storage Area may have provisions, as a minimum, for hot and cold food and drink storage.

2 Cabinetry and Furnishings:

- Metal Shelving
- Storage Cabinet(s)
- Refrigerator, if required,
- Hot Food Storage Container (warmer), if required.

3 Provisions: Adequate number of A/C power receptacles.

4 Working Relationships:

- Equipment Storage: Shall have direct access with Enforcement Personnel Area.
- Food Service Storage: Shall have direct access to Preparation and Staging Area.

5 Security Provisions: Lockable Door.

(I) Guard Restroom/Shower/Lockers:

1 General This area allows from the basic personal needs of Enforcement Personnel and provides facilities for them to immediately cleanup from adverse situations.

2 Cabinetry and Furnishings:

- Personnel Clothing and Effects Lockers,
- Storage Cabinet(s),
- Lavatory Sinks should have adequate counter space.

3 Provisions: Adequate number of ground-fault protected duplex A/C power receptacles.

J. Court Security and Law Enforcement Areas:

(1) Components of Court Security and Law Enforcement Areas

- Sheriff/Bailiff Workroom
- Bailiff Storage
- Security Supervisor
- Security Control Room
- Security Control Room Restroom
- Security Storage
- Security and Law Enforcement Workroom/Lounge
- Building Entrances
- First Aid Room

(2) Court Security and Law Enforcement Areas Characteristics: These areas provide facilities for the execution of Court Security and Law Enforcement-related functions and operations in and around a court facility. Typically, the County Sheriff provides staff and supervisions for such functions and his or her input should be solicited prior to completion of Design Phases A and B. All aspects of these areas must be coordinated through the Security Personnel of the AOC.

(A) Room Shapes: The area should be simply and efficiently designed.

(B) Room Height, except Building Entrances: 8 to 12 feet

(C) Lighting:

- Lighting Level: 60 to 80 foot-candles.
- Lighting controls should be provided at the point accessible only by Security Personnel.

(D) Acoustics: Maximum sound transmission coefficient (STC) of fifty (50).

(E) Furnishings: See Sections Below.

(F) ADA Considerations: All areas within this section shall be handicapped accessible.

(G) Audio/Visual Systems:

- Audio and Visual monitoring systems linked to the central security center and/or the Security Station at the main building entrance.
- Intercommunications shall be provided in all Court Security, Law Enforcement, and Enforcement Personnel (prisoner handling) Areas.

(H) Provisions

- The "master control" for Facility Public Address System.
- The area shall have two-way electronic provisions to summon and communicate with the bailiff and Security Personnel.
- Voice Telephone provisions.
- ADP provisions.

(l) Security Provisions: The area shall be equipped with a “panic alarm” that alerts security personnel. All furnishings shall afford a clear view under such furnishings. There shall be no furnishings that allow objects to be hidden out of plain sight of security personnel.

(3) Court Security and Law Enforcement Area Descriptions

(A) Sheriff and Bailiff Workroom:

1 General: This workroom may serve two purposes. The first is a central point where Sheriff and Bailiff personnel can meet, receive briefings and training, and are scheduled and dispatched to areas within the court facility to perform duties. The second purpose is to provide an area where Sheriff personnel and Bailiffs can congregate between duties, if a Workroom/Lounge is not authorized by AOC.

- Modular Workstation(s)
 - Pedestal Desk with Drawers
 - Pedestal Credenza with Drawers
 - Bridges
 - Stack-on Credenza
 - Doored Shelves
 - Mobile Pedestal
 - Task Light
- Filing Cabinet
- Task Chair(s)
- Work Table(s)
- Chairs for Work Table(s)
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Dry Erase Board.
- Intercom System.

4 Working Relationships:

- Should have immediate access to Public Circulation.
- Should have immediate access to Staff Circulation.

5 Security Provisions:

- The room shall be equipped with a “panic alarm” that alerts security personnel within the room as well as other security
- Communications with Security and Enforcement (Security Personnel stations throughout the building.

(B) Bailiff Storage Area:

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small “file server” in the future.

2 Cabinetry and Furnishings:

- Steel shelving on one wall. Shelving shall be factory painted.
- Security Filing Cabinet, Class 6, special size, one drawer. The basis of issue will be one per Court of Justice facility for storage of keys to arms and ammunition storage areas and vehicles.
 - Key locker inserts and base plate, part number BP 1412, or equivalent may be requisitioned of installation in the container drawer. Each drawer will accommodate up to six inserts. The inserts are equipped with separate combination locks and will be secured to the inside base plate with concealed screws.
 - The cabinet is equipped with bottom mounting holes for securing to the floor.
 - The container must be anchored to a concrete floor by means of four 3/8-inch anchor bolts. As a minimum, anchors should be set in four inches of concrete.
- Securable (lockable) Storage Cabinet(s) for weapons and equipment storage.
- Securable (lockable) Storage Cabinet(s) for supply and materials storage.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea.)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships:

- Accessible from Sheriff and Bailiff Workroom.
- Should have close access to Security Control Room.

5 Security Provisions: The room shall be lockable.

(C) Security Supervisor Areas:

1 General: Security Supervisor's office may have one or more supervisors, depending on staff authorizations. These individuals supervise or manage security-related staff and/or functions and require private space for personnel management matters matters.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (1 EA maximum)
- Coat Rack
- Clock
- Waste Containers (1 EA)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Intercom System.

4 Working Relationships:

- Should have immediate access with Sheriff and Bailiff Work workroom.
- Should have close access to Security Control Room.

5 Security Provisions:

- The room (at the desk), if directed by AOC Office of Security Systems, shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security and Enforcement Personnel.

(D) Security Control Room:

1 General: This is the facility’s primary security monitoring and control facility. This room, along with its restroom, may be located in an isolated portion of the building, which is not accessible to the public. For planning purposes, this is a two-person work area. If this area is used for building-wide monitoring, necessary provisions for such monitoring shall only be installed in this area. All aspects of this are shall be coordinated with AOC Office of Security Systems.

- Built-in or Prefabricated Workstation(s)
 - Video Monitor Rack/Shelves (number of monitors to be determined by AOC Security Personnel) shall be adjustable to accommodate differing sizes of monitors. The rack/shelf shall be 1'- 0" deep and shall have vertical supports which do not obstruct wide-format flat screen monitors. Additionally, the shelving shall be positioned either 1-inch from the wall or shall have pathways incorporated for cabling. Provide adequate and appropriately located duplex receptacles for electrical power to equipment.
 - Video Tape Recorder Rack (number of recorders to be determined by AOC Security Personnel) Provide adequate duplex receptacles for electrical power to equipment.
 - Pedestal Desk with Drawers
 - Pedestal Credenza with Drawers
 - Bridges
 - Stack-on Credenza, if required,
 - Doored Shelves
 - Mobile Pedestal(s)
 - Task Lights
- Filing Cabinet
- Video Tape Storage Cabinet,
- Task Chair(s)
- Work Table(s)
- Chairs for Work Table(s)
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Adequate and appropriately positioned duplex electrical outlets.
- Raceway or conduit for Video/telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Dry Erase Board.
- Intercom System.
- Dimming Light Fixtures
- If window provided, use tint or one-way viewing glass.
- Control Override capability for all electronically controlled entries,
- Communications, internal and external.

4 Working Relationships:

- Shall be accessed only via Staff Circulation unless otherwise approved by the AOC General Manager of Facilities.

5 Security Provisions:

- The room shall be provided provisions for a control system for the facility's Duress or Panic Alarm System.
- The room (at the desk), if directed by AOC Office of Security Systems, shall be equipped with a "panic alarm" that alerts primary law enforcement responders.
- Communications with Security and Enforcement (Security Personnel stations throughout the building.
- Lockable Door.

(E) Security Control Room Restroom:

1 The ADA compliant restroom shall be located in the immediately off of the Security Control Room.

2 Cabinetry and Furnishings:

- Typical for single toilet restroom.
- Sink with counter space, drawers, and under-sink cabinet storage.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should be accessible from the Security Control Room.

5 Security Provisions: None.

(F) Security and Enforcement Workroom and Lounge Area:

1 General: If authorized, this area should provide a private comfortable area for Security and Enforcement Staff to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines. This room also provides space for required training activities.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for Video/telecommunication/ADP cabling
- Adequate and appropriately positioned duplex electrical outlets.
- Dry Erase Board.
- Intercom System.

4 Working Relationships:

- Should have immediate access to Public Circulation.
- Should have immediate access to Staff Circulation.
- May be located adjacent to and accessed via Sheriff/Bailiff Workroom

5 Security Provisions: Lockable entry.

(G) Security and Enforcement Workroom and Lounge Area:

1 General: If authorized, this area should provide a private comfortable area for Security and Enforcement Staff to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines. This room also provides space for required training activities.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for Video/telecommunication/ADP cabling
- Adequate and appropriately positioned duplex electrical outlets.
- Dry Erase Board.
- Intercom System.

4 Working Relationships:

- Should have immediate access to Public Circulation.
- Should have immediate access to Staff Circulation.
- May be located adjacent to and accessed via Sheriff/Bailiff Workroom

5 Security Provisions: Lockable entry.

(H) Building Entrance(s) and Security Check Area:

1 General: This area is located at the facility's primary public entrance. The public is "screened" for weapons and, if necessary, other contraband prior to entry into the facility's Public Circulation. This area is the first area the Public views as they enter the building; therefore it must convey the dignity and importance of the Court of Justice. Typically, this area is an open, high ceiling area. If this area is used for building-wide monitoring, necessary provisions for such monitoring shall only be installed in this area.

2 Cabinetry and Furnishings:

- A work counter for Security Personnel is required. This counter shall be of sufficient size and provisions to allow: Persons to deposit then collect keys, cell phones, etc. for passage through metal detector.
- Weapons Lockers, where Security Personnel can store weapons while individuals are in the court facility.
- Work Counter for a number of video monitors (determined by AOC Facilities).

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for Video/telecommunication/ADP cabling.
- Adequate and appropriately positioned duplex electrical outlets.
- Intercom System.

4 Working Relationships: Located immediately inside the primary public entrance.

5 Security Provisions: Security Personnel must be able to view the area in front of the building as well as view the main lobby area.

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.
- Counter may be equipped with Ballistic-Resistant Glass (polycarbonate) if approved by the AOC General Manager of Facilities.
- Armor within cabinetry: Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. Armor shall be 3/8"AR500 steel, or approved equal.

(I) Security and Enforcement Workroom and Lounge Area:

1 General: If authorized, this area should provide a private comfortable area for Security and Enforcement Staff to place persons awaiting medical attention or transportation to a medical care facility. It should be equipped with a wet sink counter area.

2 Cabinetry and Furnishings:

Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

- Side Chairs
- End Table
- Lamp
- Sofa
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for Video/telecommunication/ADP cabling
- Adequate and appropriately positioned duplex electrical outlets.
- Dry Erase Board.
- Intercom System.

4 Working Relationships:

- Should have immediate access to Public Circulation.
- May be located adjacent to and accessed near an entrance suitable for ambulance personnel access.

5 Security Provisions: Lockable entry.

K. Non-Court of Justice Affiliated Office(s), with Public Counter Areas:

(1) Components of Non-Court of Justice Affiliated Office

- Friend of the Court or Staff Director's Office
- Supervisor/Professional Staff Office
- Staff Workstations
- Permanent Counter Work Areas
- Public Queuing and Waiting
- File Storage Area
- Copy/FAX/Mail Area
- Conference/Training Room
- Office Storage Area
- Coffee Station

(2) Non-Court of Justice Affiliated Office(s) with Public Counter Areas Characteristics:

These areas provide facilities for Non-Court of Justice functions which the Owner, with written concurrence with the AOC General Manager of Facilities, wishes to support and maintain in a Court of Justice Facilities. The criteria and design guidance for these areas insure that the facility needs of such functions are met and that encroachment into Court of Justice space is prevented. All non-Court of Justice areas, with proportional shares of Non-Functional Areas are designed and constructed at no expense to the Court of Justice.

(A) Room Shapes: The area should be simply and efficiently designed.

(B) Room Height: 8 to 12 feet

(C) Lighting:

- Lighting Level: 60 to 80 foot-candles.
- Lighting controls should be provided at the point accessible only by Staff.

(D) Acoustics: Maximum sound transmission coefficient (STC) of fifty (50).

(E) Furnishings: See Sections Below as guide, Court of Justice does not provide furnishings for these areas. Consult with staff agency for actual furnishings required.

(F) ADA Considerations: All areas within this section shall be handicapped accessible.

(G) Audio/Visual Systems: Court of Justice does not provide A/V systems for these areas. Consult with staff agency for requirements.

(H) Provisions: Consult with staff agency for actual provisions required.

(I) Security Provisions: Consult with staff agency for actual provisions required.

(3) Non-Court of Justice Affiliated Office(s) with Public Counter Areas Descriptions

(A) Staff Director:

1 General: The Staff Directors Office must allow the individual to perform his or her duties in a private and relaxed manner with minimal external distractions. The office should be spacious, impressive and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 8 LF x 6 FT in height)
- Sofa
- Side Chairs (2 EA maximum)
- Coffee Table
- End Tables (2 EA maximum)
- Lamps (2 EA maximum)
- Work Table
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and staff agency for actual provisions required.

5 Security Provisions: Consult with AOC and staff agency for actual provisions required.

(B) Supervisor (and Professional Staff) Areas:

1 General: This office may have one or more supervisors and/or a bookkeeper/accountant who are authorized the following. These individuals supervise or manage people and/or functions and require private space for personnel or money-handling matters.

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (1 EA maximum)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific requirements for provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

(E) Staff Workstation Areas:

1 General: Staff Workstations generally consist of Modular Workstations, which are situated in open bay area(s). These Open Bay Areas must usually be situated adjacent to the Permanent Counter Workstations in functional groupings under individual Supervisors.

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

- Modular Workstation
 - Pedestal Desk with Drawers
 - Pedestal Credenza with Drawers
 - Bridges
 - Stack-on Credenza
 - Doored Shelves
 - Mobile Pedestal
 - Task Light
- Filing Cabinet
- Task Chair
- Side Chair
- Waste Container

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific requirements for provisions.

- Adequate number of ports for ADP equipment cabling

- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

(F) Permanent Counter Workstations:

1 General: Permanent Counter Workstations generally consists of Service Counters and Built-in workstations for use by Staff to execute "Sustain" duties and responsibilities. These workstations are situated between the Staff Workstation Area and the Public Queuing and Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

- Permanent Counter Workstations
 - Public Service Counter
 - Work Surfaces
 - Personal Computer
 - Printer
 - Form and Paper Storage
- Task Chair
- Waste Container

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific requirements for provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

- If Required - The stations shall be equipped with a tempered glass panel system, which has openings no greater than sixteen inches (1'-4") but not less than fourteen inches (1'-2") which extend upward from the service counter. The openings shall be equipped with a sliding glass "door", which is lockable from the clerk side of the counter. The lock shall not be keyed nor shall it be a display cabinet style lock. This opening prevents easy bodily intrusions into the clerk staff work area and prevents handling of equipment and documents from the public side of the counter, while allowing face-to-face contact between clerk staff and the public.

- If Required - Counter Workstations may be equipped with Ballistic-Resistant Glass (polycarbonate) if approved the by the AOC General Manager of Facilities.
- If Required - Armor within cabinetry: Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. Armor shall be 3/8"AR500 steel, or approved equal.

(G) Public Queuing and Waiting:

1 General: Public Queuing and Waiting generally consists of an open area, which separates the Permanent Counter Workstations from Public Circulation. This area should provide an efficient and comfortable environment for the public as they queue for service at the Permanent Counter Workstation. Because this area is often the only area the public visits within the Courthouse, the area must be aesthetically pleasing and should impress the importance of its function(s).

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

- Work Counter (for the completion of necessary forms and applications),
- Bench Seating,
- Public Notice display(s),
- Theater Roping, and
- Waste Container

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific requirements for provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

(H) File Storage Area:

1 General: This area may be a separate room or part of the Secretary's Office/Area. If it is designed as part of the Secretary's Office/Area, it should match the general appearance of the Office. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements.

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific requirements for Provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

(C) Conference/Training Room:

1 General: The conference/training room, if required, is for exclusive use by the Non-Court Affiliated Agency. Also, it can double as a library with shelving on the walls. This room allows for work area, conferences, and training in a setting, which is segregated from offices and work areas.

2 Cabinetry and Furnishings:

Consult with Non-Court of Justice Affiliated Agency for specific furnishings and layout requirements

- Conference Table
- Chairs (8 ea.)
- Dry Erase Board
- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Wall Hangings (4 ea. maximum)

3 Provisions:

NOTE: Consult with Non-Court of Justice Affiliated Agency for specific required provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

(H) Storage Area:

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings: Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

3 Provisions: Consult with Non-Court of Justice Affiliated Agency for specific required provisions.

4 Working Relationships: Consult with AOC and agency for actual provisions required.

5 Security Provisions: Consult with AOC and agency for actual provisions required.

(J) Coffee Station:

1 General: This area should provide area and provisions for staff, and if desired, persons visiting the office. The Coffee Station should match the general appearance of the Office.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of two drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 2ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should have immediate and visual access to Secretary Area.

5 Security Provisions: None.

L. Court of Justice Affiliated and Non-Affiliated Office(s):

(1) Components Court of Justice Affiliated, Non-Affiliated, and Support Office(s).

- Staff Director's Office
- Professional Staff Office
- Supervisor's Office
- Support Staff Areas
- Secure Communication and Information Facility (SCIF)
- Public Queuing and Waiting
- File Storage Area
- Copy/FAX/Mail Area
- Conference/Training Room
- Office Storage Area
- Coffee Station
- Staff Break Area
- Restrooms

(2) Court of Justice Affiliated, Non-Affiliated, and Support Office(s) Area Characteristics:

These areas provide facilities for Court of Justice Affiliated and Support Offices such as Pre-Trial Services, Court Designated Workers, Adoption Review, Foster Care Review, Court Services, etc. Also, areas for Non-Court of Justice functions which the Fiscal Court wishes to support and maintain in a Court of Justice Facilities use these guidelines so the (non-court) of such functions are met and that encroachment into Court of Justice space is prevented.

In smaller (Rural) facilities the Pre-Trial Services and Court Designated Workers offices may be combined into a single suite, which shares reception, file, conference, and other areas.

In larger (Urban/Metropolitan) facilities, Pre-Trial and Court Designated Workers are completely segregated. Pre-Trial Services is typically located near the building's main entrance. Court Designated Workers' areas are situated adjacent to the Family and Juvenile Courtroom where they can share the Children and Juvenile waiting and observation facilities.

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights: 9 to 12 feet

(C) Lighting:

- Lighting Level: Overhead Lighting: 70 to 100 footcandles, true color not required.
- Lighting controls should be provided at a point convenient to the entrance door.

(D) Environment:

- Control of temperature from the vicinity of Secretary.
- Ventilation of the courtroom should provide a comfortable, quiet environment.

(E) Acoustics: Walls should have a maximum sound transmission coefficient (STC)

of

fifty (50).

(F) ADA Consideration: All areas shall be handicapped accessible.

(G) Security: The area shall be accessed through Public Circulation with (controlled) access to Judicial Staff Circulation.

(H) Working Relationships: See following text.

(3) Court of Justice Affiliated, Non-Affiliated, and Support Office(s) Area Descriptions

(A) Staff Director:

1 General: The Staff Directors Office must allow the individual to perform his or her duties in a private and relaxed manner with minimal external distractions. The office should be spacious, impressive and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 8 LF x 6 FT in height)
- Sofa
- Side Chairs (2 EA maximum)
- Coffee Table
- End Tables (2 EA maximum)
- Lamps (2 EA maximum)
- Work Table
- Chairs (for work table) (4 EA maximum)
- Coat Rack
- Clock
- Waste Containers (2 EA)
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Shall be accessed from Staff Work (secretary) area or Public Queuing and Waiting.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(B) Professional Staff and Supervisor's Areas:

1 General: This office may have one or more professional staff members and/or supervisors who are authorized the following. These individuals conduct confidential business and/or supervise or manage people.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Credenza
- Computer Table
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (1 EA maximum)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Shall be accessed from Staff Work (secretary) area or Public Queuing and Waiting.

5 Security Provisions:

- The room (at the desk) shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(C) Support Staff Areas:

1 General: Staff Workstations fall into two separate categories; Secretary/Receptionist and General Support Staff. The Secretary/Receptionist is situated immediately adjacent, with no visual barriers, to Public Queuing and Waiting. General Support Staff areas may be situated in an area adjacent to Public Queuing and Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Secretary Receptionist:
 - Executive Desk
 - Executive Chair
 - Credenza
 - Computer Table, if necessary,

- Lateral File Cabinet,
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Table
- Lamp
- Coat Rack
- Clock
- Waste Container
- Area for Wall Hangings (2 EA maximum)
- General Support Staff
 - Modular Workstation
 - Pedestal Desk with Drawers
 - Pedestal Credenza with Drawers
 - Bridges
 - Stack-on Credenza
 - Doored Shelves
 - Mobile Pedestal
 - Task Light
 - Filing Cabinet
 - Task Chair
 - Side Chair
 - Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Secretary Receptionist: Shall have immediate access, with no visual barriers, to Public Queuing and Waiting.
- General Support Staff: Shall have access to Public Queuing and Waiting.

5 Security Provisions:

- The Secretary/Receptionist Desk and the General Support Staff room shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(D) Secure Communications and Information Facility:

1 General: If authorized, this area shall be only provided to the Pre-Trial Services Office. This area is used to process and store confidential information.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Modular Workstation
- Pedestal Desk with Drawers
- Pedestal Credenza with Drawers

- Bridges
- Stack-on Credenza
- Doored Shelves
- Mobile Pedestal
- Task Light
- Filing Cabinets
- Task Chair(s)
- Side Chair
- Waste Container with Shredder

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Secretary Receptionist: Shall have immediate access, with no visual barriers, to Public Queuing and Waiting.
- General Support Staff: Shall have access to Public Queuing and Waiting.

5 Security Provisions:

- Lockable Entry.
- The room shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(E) Public Queuing and Waiting:

1 General: This area should provide area and provisions for persons waiting to conduct business with staff members.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Sofa
- Coffee Table
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Coat Rack
- Clock
- Waste Container
- Area for Wall Hangings (4 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have immediate and visual access to Secretary/Receptionist Area.
- Should be accessed via Public Circulation.

5 Security Provisions: Lockable entryway.

(F) File Storage Area:

1 General: This area may be a separate room or part of the Secretary's Office/Area. If it is designed as part of the Secretary/Receptionist Area, it should match the general appearance of the Office. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- File Cabinets
- Small Work Table, if necessary.

3 Provisions:

NOTE: Consult with AOC Office for Facilities for specific requirements for Provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Should have immediate or close access to Secretary/Receptionist Area.

5 Security Provisions: Lockable entryway.

(G) Copy/FAX/Mail Area(s):

1 General: The Copy/FAX/Mail area(s) should be centrally located for all staff to use. The area shall have ADP provisions for (future) copiers which double as printers.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Work Table, if required
- Mail Bins, if required

3 Provisions:

- Adequate number of ports for ADP equipment cabling (1 minimum per station),
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Should centrally located within Office Area.

5 Security Provisions: None

(H) Conference/Training Room:

1 General: The conference/training room, if required, is for exclusive use by office personnel. Also, it can double as a library with shelving on the walls. This room allows for work area, conferences, and training in a setting, which is segregated from offices and work areas.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Conference Table
- Chairs (8 ea. minimum)
- Dry Erase Board
- Audio/Visual Viewing/Recording System
- Clock
- Waste Container
- Area for Wall Hangings (4 ea. maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships: Shall be accessed from Secretary/Receptionist or Public Queuing and Waiting Area.

5 Security Provisions: Lockable Entry.

(I) Office Storage Area:

1 General: This area shall be a separate room with steel shelving on one wall. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings: Steel shelving on one wall. Shelving shall be factory painted, suitable for heavy boxes of files with shelves.

3 Provisions:

- Adequate port(s) for ADP equipment cabling (minimum 1 ea. per wall)
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 1ea per wall).

4 Working Relationships: Accessible from Clerk Staff Work Area.

5 Security Provisions: The room shall be lockable.

(J) Coffee Station:

1 General: This area should provide area and provisions for staff, and if desired, persons visiting the office. The Coffee Station should match the general appearance of the Office.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of two drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 2ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should have immediate and visual access to Secretary Area.

5 Security Provisions: None.

(K) Staff Break Area:

1 General: If authorized, this area should provide a private comfortable area for Staff to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 3ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should accessed via Judicial Staff Circulation and be in the vicinity of the Clerk's Area.

5 Security Provisions: Lockable entry.

(L) Staff Restrooms:

1 The two ADA compliant restrooms (male and female) should be located in the vicinity of the Staff Break Area.

2 Cabinetry and Furnishings: Typical, ADA Compliant.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should accessed via Judicial Staff Circulation and be in the vicinity of Staff Break Area.

5 Security Provisions: None.

4-3 Court Facility (Rural and Urban and Metropolitan Court Facilities) Non-Functional Area Descriptions

A. Facility Support Areas:

(1) Components Facilities Support Areas.

- Facility Superintendent/Manager
- Facility Engineer
- Mechanical/Maintenance Supervisor(s)
- Administrative Support Staff
- Central Mail Room
- Allied Trades Area(s)
- Technical Publications and Drawings Library
- Office Storage Area
- Copy/FAX/Mail Area
- Waiting Room
- Restroom/Shower/Locker Areas
- Loading Dock
- Central Shipping/Receiving Area
- Facility & Allied Trades Storage
- Ground Support Equipment Storage
- Hazardous Materials Storage
- Flammable Materials Storage Area
- Controlled Waste Handling Area

(2) Facilities Support Areas Characteristics: These areas provide facilities for the support of Court of Justice buildings (mechanical/ maintenance/buildings/grounds). Please note that only portions of Facility Support Areas may be authorized for individual facilities (see program documents).

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights:

- Administrative, Hazardous Materials, Flammable Material areas: 9 to 12 feet.
- All other areas: as required.

(C) Lighting:

- Lighting Level: Overhead Lighting: 40 to 70 foot-candles, true color not required.
- Lighting controls should be provided at a point convenient to the entrance door.

(D) Environment:

- Control of temperature from the vicinity of entries.
- All areas may not require cooling.

(E) Acoustics: Walls between Facilities Support Areas and other areas should have a maximum sound transmission coefficient (STC) of fifty (50).

(F) ADA Consideration: All areas shall be handicapped accessible.

(G) Security: The area may be directly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation.

(H) Working Relationships: See following text.

(3) Facilities Support Areas Descriptions

(A) Facility Superintendent/Manager:

1 General: The Facility Superintendent/Manager Office must allow the individual to perform his or her duties in a private and relaxed manner with minimal external distractions. The office should be spacious and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Table
- Lamps (for work table)
- Work Table, for drawings.
- Task Chair (for work table)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: The area may be directly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(B) Facility Engineer Office:

1 General: If authorized, a Facility Engineer shall be provided an office where he/she can execute their duties and responsibilities. If authorized, this office should be spacious and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair
- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Table
- Lamps (for work table)
- Work Table, for drawings.
- Task Chair (for work table)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Shall be in close proximity to Superintendent/Manager Office.
- The area may be directly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(C) Mechanical/Maintenance Supervisor(s) Office:

1 General: If authorized, a Mechanical/Maintenance Supervisor(s) shall be provided an office where he/she can execute their duties and responsibilities, which include confidential personnel matters. If authorized, this office should be spacious and functional with several work surfaces and an adequate number of book shelves.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Executive Desk
- Executive Chair

- Lateral File Cabinet
- Book Shelves (at least 4 LF x 6 FT in height)
- Side Chairs (2 EA maximum)
- End Table
- Lamps (for work table)
- Work Table, for drawings.
- Task Chair (for work table)
- Coat Rack
- Clock
- Waste Containers (1 EA)
- Area for Wall Hangings (2 EA maximum)

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Shall be in close proximity to Superintendent/Manager Office.
- The area may be directly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation.

5 Security Provisions:

- The room (at the desk) shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(D) Administrative Support Staff:

1 General: Staff Workstations fall into two separate categories; Secretary/Receptionist and General Support Staff. The Secretary/Receptionist is situated immediately adjacent, with no visual barriers, (to Public Queuing and) Waiting. General Support Staff areas may be situated in an area adjacent to (Public Queuing and) Waiting.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Secretary Receptionist:
 - Executive Desk
 - Executive Chair
 - Credenza
 - Computer Table, if necessary,
 - Lateral File Cabinet,
 - Book Shelves (at least 4 LF x 6 FT in height)
 - Side Chairs (2 EA maximum)
 - End Table
 - Lamp
 - Coat Rack

- Clock
- Waste Container
- Wall Hangings (2 EA maximum)
- General Support Staff
- Modular Workstation
- Pedestal Desk with Drawers
- Pedestal Credenza with Drawers
- Bridges
- Stack-on Credenza
- Doored Shelves
- Mobile Pedestal
- Task Light
- Filing Cabinet
- Task Chair
- Side Chair
- Waste Container

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

- Secretary Receptionist: Shall have immediate access, with no visual barriers, to Public Queuing and Waiting.
- General Support Staff: Shall have access to Public Queuing and Waiting.
- Shall be in close proximity to Superintendent/Manager Office.
- The area may be directly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation

5 Security Provisions:

- The Secretary/Receptionist Desk and the General Support Staff room shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(E) Central Mail Room:

1 General: If authorized, this area shall be provided as a central point where mail and parcels are delivered and picked up by the various offices within the facility.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Mail Cabinet (keyed shelves/drawers with open back)
- Work Surface, within secure area of mailroom.
- Permanent Counter Workstation, with locking “half-door”.
- Lockable File Cabinet
- Lockable Storage Cabinet

- Task Chair.
- Waste Container.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Located near Primary Staff Entrance to Staff Circulation.

5 Security Provisions:

- Lockable Entry.
- The room shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(F) Allied Trades Area(s):

1 General: If authorized, these areas shall be provided for bench work of Allied Trades technicians (e.g., HVAC worker, electrician, plumber, carpenters, etc.).

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Work Surfaces, with overhead cabinets or shelving as necessary (grounded work surfaces for electronics repair and maintenance).
- Lockable File Cabinet.
- Lockable Storage Cabinet.
- Steel Storage Shelving.
- Task Chair.
- Waste Container.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships:

Accessed via Loading Dock area.

- Shall be in close proximity to Superintendent/Manager Office.
- Shall be accessed via loading dock area.
- The area may be indirectly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation

5 Security Provisions:

- Lockable Entry.
- The room shall be equipped with a “panic alarm” that alerts security personnel.
- Communications with Security Personnel.

(G) Technical Publications and Drawings Library:

1 General: If authorized, this area shall be provided to store and view the numerous drawings, specifications, manuals, references, etc. associated with a large facility.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Flat Drawing Files.
- Computer Table.
- Work Table, suitably sized for drawings.
- Lockable File Cabinet
- Lockable Storage Cabinet
- Task Chairs.
- Waste Container.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Located near Building Engineer.

5 Security Provisions: Lockable Entry.

(H) File Storage Area:

1 General: This area may be a separate room or part of the Secretary's Area. If it is designed as part of the Secretary Area, it should match the general appearance of the Office. This area may be required to support a small "file server" in the future.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- File Cabinets
- Small Work Table, if necessary.

3 Provisions:

NOTE: Consult with AOC Office for Facilities for specific requirements for Provisions.

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Should have immediate or close access to Secretary/Receptionist Area.

5 Security Provisions: Lockable entryway.

(I) Copy/FAX/Mail Area(s):

1 General: The Copy/FAX/Mail area(s) should be centrally located for all staff to use. The area shall have ADP provisions for (future) copiers which double as printers.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Facilities Office for specific furnishings and layout requirements.

- Work Table, if required
- Mail Bins, if required

3 Provisions:

- Adequate number of ports for ADP equipment cabling (1 minimum per station),
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.

4 Working Relationships: Should centrally located within Office Area.

5 Security Provisions: None

(J) Waiting Area:

1 General: This area should provide area and provisions for persons waiting to conduct business with staff members (deliveries, pickups, vendors, service, maintenance, etc.).

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Sofa
- Coffee Table
- Side Chairs (2 EA maximum)
- End Tables (1 EA maximum)
- Lamps (2 EA maximum)
- Coat Rack
- Clock
- Waste Container
- Wall Hangings (4 EA maximum)

3 Provisions:

- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).

4 Working Relationships:

- Should have immediate and visual access to Secretary/Receptionist Area.
- Should be accessed via dedicated entrance.

5 Security Provisions: Lockable entryway.

(K) Staff/Technician Break Area:

1 General: If authorized, this area should provide a private comfortable area for Facilities Staff/Technicians to relax and take breaks from their duties. It should be equipped with a wet sink counter, a standard residential size refrigerator, and provisions for snack and drink vending machines.

2 Cabinetry and Furnishings: Wet Sink Counter with Overhead and under work-surface Cabinets. Provide a minimum of four (4) drawers for utensils.

3 Provisions: Adequate number of A/C power receptacles (minimum 3ea Duplex Outlets, ground fault protected).

4 Working Relationships: Should be accessible near Facility Superintendent/Manger area.

5 Security Provisions: Lockable entry.

(L) Staff Restrooms/Showers/Lockers:

1 The two ADA compliant Facilities Staff/Technician Restroom/Shower/Locker (male and female) should be located in the vicinity of the Staff/Technician Break Area. These (both male and female) areas should be divided into three distinctive rooms; Restroom/Private Shower Areas (with individually accessed shower and drying/dressing area); and Locker Room.

2 Cabinetry and Furnishings: Typical, ADA Compliant.

3 Provisions: Provide one (1) A/C power duplex (ground fault protected) adjacent to lavatory.

4 Working Relationships: Should be accessible near Staff/Technician Break Area.

5 Security Provisions: None.

(M) Loading Dock:

1 General: If authorized, a loading dock that can handle one (1) (tractor) Trailer shall be provided. This area should be laid out in such manner to allow access and maneuverability by a warehouse type forklift.

2 Cabinetry and Furnishings: Inventory Control/Document Processing Counter.

3 Provisions:

- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).
- Swing away, trailer lights.
- Dock Leveler.
- Electric Operated Insulated Overhead Door.

4 Working Relationships:

- Should have Shipping/Receiving Area.
- Should be accessed via dedicated entrance.

5 Security Provisions:

- Lockable entryway.
- Audio/Video Monitoring of Exterior Loading Dock Area.

(N) Central Shipping/Receiving Area:

1 General: If authorized, immediately inside from the loading dock, a Central Shipping/Receiving Areas shall be provided to stage furnishings/equipment/supplies entering and exiting the facility. This area should be laid out in such manner to allow access and maneuverability by a warehouse type forklift.

2 Cabinetry and Furnishings:

- Inventory Control/Document Processing Counter.
- Worktable for packing and unpacking.

3 Provisions:

- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles (minimum 2ea per wall).
- Electric Operated Insulated Overhead Door.

4 Working Relationships:

- Should have immediate access to Loading Dock.
- May be accessed via dedicated entrance.

5 Security Provisions: Lockable entryway.

(O) Ground Support Equipment Storage Area:

1 General: If authorized, Ground Support Equipment Storage Area shall be provided for the service and storage of lawn mowers, lawn care equipment and supplies, snow blower, etc. This area shall have its own dedicated entrance to the grounds.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Work Surfaces, with overhead cabinets or shelving as necessary
- Lockable File Cabinet.
- Lockable Storage Cabinet.
- Steel Storage Shelving.
- Task Chair.
- Waste Container.

3 Provisions:

- Adequate number of ports for ADP equipment cabling
- Raceway or conduit for telecommunication/ADP cabling
- Adequate number of A/C power receptacles.
- Air Compressor

4 Working Relationships:

- Accessed via dedicated entrance (Insulated Overhead Door and Pedestrian Door).
- Shall be in close proximity to Superintendent/Manager Office.
- Shall be accessed via loading dock area.
- The area may be indirectly accessed and shall have controlled (electronic lock) access to Judicial Staff Circulation

5 Security Provisions:

- Lockable Entry.
- The room shall be equipped with a "panic alarm" that alerts security personnel.
- Communications with Security Personnel.

(O) Hazardous Materials Storage, Flammable Materials Storage, Controlled Waste Handling Areas:

1 General: These Area shall be provided (minimum Hazardous and Flammable Materials Storage) for the safe storage of hazardous substances. These areas shall provide secondary containment for spilled substances, have proper ventilation, and provide necessary provisions to protect the facility from their contents.

2 Cabinetry and Furnishings: Shelving, as appropriate

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

3 Provisions:

- Explosion Environment Light Fixtures switched outside of room.
- Rooms ventilated to building exterior.
- Rooms provide secondary containment for spills.
- Rooms constructed to minimize building damage in the event of a spill, fire, or explosion.

4 Working Relationships:

- Rooms may be accessed from Loading Dock vicinity.
- Rooms may be accessed from building exterior.

5 Security Provisions: Lockable Entry.

B. Common Use Areas:

(1) Components of Common Use Areas.

- Men's Public Restrooms.
- Women's Public Restrooms.
- Public Vending/Lounge Area(s).
- Public Telephone Area(s).

(2) Common Use Areas Characteristics: These areas provide facilities for the support of Court of Justice buildings (mechanical/ maintenance/buildings/grounds). Please note that only portions of Facility Support Areas may be authorized for individual facilities (see program documents).

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights:

- Restrooms: 9 to 12 feet.
- All other areas: as required.

(C) Lighting:

- Lighting Level: Overhead Lighting: 40 to 70 foot-candles, true color not required.
- Lighting controls should be provided at points accessible only to Security and Maintenance personnel.

(D) Environment: Control of temperature from points only accessible by Security and Maintenance Personnel (e.g., no control devices in public areas, even control devices with security covers).

(E) Acoustics: Walls between Common Use Areas and other areas should have a maximum sound transmission coefficient (STC) of fifty (50).

(F) ADA Consideration: All areas shall be handicapped accessible.

(G) Security:

- No furnishing shall provide cover and concealment for explosive or other devices.
- The area may be directly accessed by and shall have controlled (electronic lock) access to Judicial Staff Circulation.

(H) Working Relationships: See following text.

(3) Common Use Areas Descriptions

(A) Men's Public Restroom:

1 General: Men's Public Restrooms shall be located near high traffic areas, Public Vending Area(s), and/or courtrooms within the facility. The restrooms should be open and spacious, allowing the easiest access to handicapped persons as possible. The restrooms may be configured so as to eliminate the necessity for entry doors. Restrooms, which share a common wall with courtrooms or hearing rooms is strictly prohibited. Restrooms, which fixtures are visible from Public Circulation or any other functional area are strictly prohibited.

2 Cabinetry and Furnishings: All cabinetry, including partitions, shall be easily cleaned, vandal resistant, and constructed of material which minimize future maintenance and repair.

3 Provisions: Adequate number of Secured (accessible only by Custodial/Maintenance Personnel) A/C power receptacles.

4 Working Relationships: The area is accessible by Public Circulation.

5 Security Provisions: None

(B) Women's Public Restroom:

1 General: As you will notice on the Program Documents, the Women's Public Restrooms are larger than the Men's Public Restrooms. This increase is provided to allow room for additional toilets. These areas shall be located near high traffic areas, Public Vending Area(s), and/or courtrooms within the facility. The restrooms should be open and spacious, allowing the easiest access to handicapped persons as possible. The restrooms may be configured so as to eliminate the necessity for entry doors. Restrooms, which share a common wall with courtrooms or hearing rooms is strictly prohibited. Restrooms, which fixtures are visible from Public Circulation or any other functional area are strictly prohibited.

2 Cabinetry and Furnishings: All cabinetry, including partitions, shall be easily cleaned, vandal resistant, and constructed of material which minimize future maintenance and repair.

3 Provisions: Adequate number of Secured (accessible only by Custodial/Maintenance Personnel) A/C power receptacles.

4 Working Relationships: The area is accessible by Public Circulation.

5 Security Provisions: None

(C) Public Vending/Lounge Area(s):

1 General: The Public Vending/Lounge Area(s) shall be located in an area within the Court Facility well away from Courtrooms and Hearing Rooms. This area should provide a comfortable area for the public Staff to relax and take breaks from judicial proceedings. It should be equipped with provisions for snack and drink vending machines. In larger court facilities, the AOC General Manager of Facilities may authorize a vending area, which is operated by the Blind. This type of facility is unique, as shall be designed as needed and approved by the AOC General Manager of Facilities.

2 Cabinetry and Furnishings:

NOTE: Consult with AOC Office for Facilities for specific furnishings and layout requirements.

- Tables (four-chair)
- Chairs
- Waste Containers (as required)

3 Provisions: Adequate number of A/C power receptacles.

4 Working Relationships:

- Shall not be in close proximity to Courtrooms and Hearing Rooms.
- The area may be directly accessible by Public Circulation.

5 Security Provisions: None

(C) Public Telephone Area(s):

1 General: The Public Vending/Lounge Area(s) shall be located in an area within the Court Facility in its Public Circulation. It may be located near the main entrance or near the Public Vending/Lounge Area. In larger facilities, Public Telephone Areas may be located on each floor.

2 Cabinetry and Furnishings: Only "Open-Stall" Public Telephone provisions are allowed in Court Facilities.

3 Provisions: Adequate number of Telecommunications receptacles.

4 Working Relationships: Located in Public Circulation Areas.

5 Security Provisions: None

C. Factored Areas:

(1) Components of Factored Areas.

- Mechanical/Electrical/Automatic Data Processing (ADP)/ Telecommunications Areas.
- Public Circulation.
- Judicial Staff Circulation.
- Secure Circulation.
- Facilities Maintenance and Storage.

(2) Factored Areas Characteristics: These areas provide facilities for Mechanical/Electrical/Electronics, Circulation, and Facilities Maintenance, including Custodial, and Facilities (Custodial Equipment, Table, and Chair Storage) within non-Facility Support Areas within Court of Justice buildings.

(A) Room Shapes: The rooms should be simply designed, generally utilizing a rectangular area. Narrow or irregular areas should be avoided.

(B) Room Heights: as required.

(C) Lighting:

- Lighting Level: Overhead Lighting: 40 to 70 foot-candles, true color not required.
- Lighting controls should be provided at points accessible only to Staff.

(D) Environment: Control of temperature from points only accessible by Security and Maintenance Personnel (e.g., no control devices in public areas, not even control devices with security covers).

(E) Acoustics: Walls between Factored Areas and other areas should have a maximum sound transmission coefficient (STC) of fifty (50).

(F) ADA Consideration: All areas shall be handicapped accessible.

(G) Security:

- No furnishing shall provide cover and concealment for explosive or other devices.
- All Factored Areas, except Public Circulation shall have controlled (electronic lock) access.
- Public Circulation is access only through Building Entrance/Security Check (see Court Security and Law Enforcement Facilities).

(H) Working Relationships: See following text.

(3) Factored Areas Descriptions

(A) Mechanical/Electrical/Automatic Data Processing (ADP)/ Telecommunications Areas:

1 General: These areas should be located throughout the facility as needed. However, should it be necessary to place such area(s) within the Public Circulation, care should be taken not to impede nor allow access by Public Circulation. It should be noted that many functional areas within the facility have or may potentially have a need for space and provisions for ADP (servers and computer network devices). Coordination with AOC Facilities Office and Information Systems (IS) Office is necessary to define current and future needs.

2 Cabinetry and Furnishings: See applicable Chapter (e.g., Electrical, Mechanical, etc.).

3 Provisions:

- Adequate number of Secured A/C power receptacles in all areas, including receptacles for service and repair personnel.
- Appropriate intrusion, smoke, fire, and heat sensors and alarms.
- Adequate access and circulation for service and repair.

4 Working Relationships: As required.

5 Security Provisions:

- Lockable Entries.
- Appropriate intrusion, smoke, fire, and heat sensors and alarms.

(B) Public Circulation:

1 General: As described in Chapter 2, Public Circulation connects the primary entrance (security check), with the numerous functional areas in a court facility, which the public must access. Public Circulation should be designed and constructed for high traffic/use with appropriate materials and provisions (e.g., tile floors, wainscot, etc.). These areas must be impressive in appearance in order to convey the importance of our Judicial Branch functions. Additionally, within Public Circulation, local historical/art/educational/civic groups may provide areas for displays.

2 Cabinetry and Furnishings: All cabinetry, including public seating, must be easily cleaned, vandal resistant, and constructed of material which minimize future maintenance and repair. Additionally, only wall mounted coat racks are permissible.

3 Provisions: Adequate number of Secured (accessible only by Custodial/Maintenance Personnel) A/C power receptacles.

4 Working Relationships: The area should provide access to Judicial Staff Circulation.

5 Security Provisions:

- Video Monitors, as appropriate.
- Furnishings must not obstruct view of Security Personnel searching for explosive devices. Only wall mounted coat racks are permissible.

(D) Judicial Staff Circulation:

1 General: As described in Chapter 2, Judicial Staff Circulation connects the Public Circulation (primary entrance, security check), with the Judicial Staff Areas and (electronically locked) Staff Entrances. Judicial Staff Circulation should be designed and constructed for medium to heavy traffic/use with appropriate materials and provisions (e.g., carpet, etc.). These areas must be impressive in appearance in order to convey the importance of our Judicial Branch functions. Additionally, within Judicial Staff Circulation, areas may be provided for (employee) Notice Boards.

2 Cabinetry and Furnishings: None

3 Provisions: Adequate number of Secured (accessible only by Custodial/Maintenance Personnel) A/C power receptacles.

4 Working Relationships: The area should provide access to Public Circulation and secured staff entrances.

5 Security Provisions:

- Video Monitors, as appropriate.
- Electronically operated door locks to Public and Secure Circulation and Staff Entrances.

(D) Secure Circulation:

1 General: As described in Chapter 2, Secure Circulation connects the Prisoner Handling Area(s) to Courtroom Prisoner Holding Areas and Secure Holding Facilities. Secure Circulation shall not be accessible from Public Circulation.

2 Cabinetry and Furnishings: None

3 Provisions: Adequate number of Secured (accessible only by Custodial/Maintenance Personnel) A/C power receptacles.

4 Working Relationships: Connects the Prisoner Handling Area(s) to Courtroom Prisoner Holding Areas and Secure Holding Facilities. Secure Circulation shall not be accessible from Public Circulation.

5 Security Provisions:

- The area shall be equipped with "panic alarms" that alerts security and enforcement personnel.
- Communications with Security and Enforcement Personnel.
- Video Monitors, as appropriate.
- Electronically operated door locks to all (secure) areas.

(E) Facilities Maintenance and Storage:

1 General: These areas should be located throughout the facility as needed for Custodians and table and chair storage. However, should it be necessary to place such area(s) within the Public Circulation, care should be taken not to impede nor allow access by Public Circulation.

2 Cabinetry and Furnishings: Shelving, as required

3 Provisions:

- Adequate number of A/C power receptacles in all areas.
- Appropriate intrusion, smoke, fire, and heat sensors and alarms.
- Mop sinks in all Custodian Rooms.

4 Working Relationships: As required.

5 Security Provisions:

- Lockable Entries.
- Appropriate intrusion, smoke, fire, and heat sensors and alarms.

Chapter 5. Design Considerations

5-1 General

A. Options and Performance-Type Specifications: The use of contractor's options and performance type specifications is encouraged as a means of ensuring that the most appropriate and efficient system/component is being procured.

B. Additive Alternatives and Alternates: The designer shall use Additive Alternatives and Alternates to the greatest extent possible to increase the "Value" of the facility, should solicited bid amounts allow. These alternates shall be "Added Value" in nature and should increase the life span of building systems and/or reduce operations and maintenance costs.

C. Materials and Methods: Materials and methods of construction proposed for use on a given facility must have been used on enough like sized facilities to establish a documented record of superior or excellent long-term performance. As a general rule, residential-type materials are not acceptable for use in Court of Justice facilities. Commercial grade, highly durable, and aesthetically pleasing materials shall be used to the greatest extent possible. Examples of residential materials not acceptable includes, but is not limited to: brick, stone, light switch covers, some laminate surface finishes (sharp and exposed corners which snag the passersby and come loose), lighting fixtures, windows, and doors.

D. Non-Combustible Construction: The building(s) shall be non-combustible construction and all materials shall have a flame spread rating of twenty-five (25) or less.

E. Building Shapes and Features: The number of exterior building corners and difficult or expensive to construct shapes and features should be held to a minimum, but should be used to create an aesthetically pleasing appearance.

5-2 Flexibility:

A. General: Individual functional areas may be increased or decreased by exchanging 15-percent of the area between functions, but in no case can the total net functional area exceed that authorized for the facility.

B. Space Allowance(s) for Court Facilities are defined in the Court Facilities Criteria. Individual project space allowances are detailed in the project's Program Documents.

C. Increases and Decreases: Individual functional areas may be increased or decreased by up to 15 percent, provided that the total allowable functional net area is not increased thereby, in order to provide the necessary off-setting reductions or additions to other functional areas. The total size of "combined" areas (e.g., public waiting areas, courtroom prisoner handling areas, etc.) may be reduced by a maximum of 30%.

D. Removed Functional Areas: When functional areas are completely removed from a facility, however, the total allowable floor space must be reduced by a like amount.

E. Exceptions to Criteria: Any increase or decrease of an allowable functional area greater than 15-percent or combined area reduction of 30% shall be considered an Exception to Criteria. Please refer to Court of Justice Rule of Administrative Procedure Part X., Section I regarding the approval process for Exceptions to Criteria.

5-3 Structure Heights and Clearances

A. General: The total number of stories shall be dictated by the site and functionality of the building. The building story heights should be kept to a minimum to reduce not only construction costs but operating costs as well. The interior height from the finished floor to the bottom of the roof structure system (or upper floor structure) should not exceed the limitations set forth below plus or minus four inches (4") to accommodate masonry courses if masonry is to be used:

B. Functional Area Heights (floor to ceiling) Recommendations and Minimums:

- (1) Jury Trial Courtrooms
 - Standard Courtroom
 - Litigation Area Twelve to fourteen feet (12'-14')
 - Spectator Area. Ten to fourteen feet (10'-14')
 - Large Courtroom
 - Litigation Area Fourteen to sixteen feet (14'-16')
 - Spectator Area. Twelve to sixteen feet (12'-16')
 - Multi-defendant Courtroom
 - Litigation Area Fourteen to sixteen feet (14'-16')
 - Spectator Area. Twelve to sixteen feet (12'-16')
 - Other Jury Trial Courtroom
 - Areas See Chapter 4.
- (2) Non-Jury Trial Courtrooms
 - Litigation Area Twelve to fourteen feet (12'-14')
 - Spectator Area. Ten to fourteen feet (10'-14')
- (3) Hearing Rooms Ten to eighteen feet (10'-14')
- (4) Circuit Court Clerk Areas Nine feet, six inches (9'- 6") minimum. Allow a minimum of eighteen inches (1'- 6") from top of filing systems to ceiling-mounted fire sprinkler heads.
- (5) Public Waiting Areas. Ten to eighteen feet (10'-20')
- (6) Mechanical Rooms. Ten to twelve feet (10-12') or based upon equipment.
- (7) Ground Support. Equip.Bays Fourteen to Sixteen feet (14-16').
- (8) Entrances/Circulation Based on design
- (9) All Other Spaces. Nine (9') to Ten Feet (10'). Allow a minimum of eighteen inches (1'- 6") from top of filing systems to ceiling-mounted fire sprinkler heads.

C. Roof Structure Clearance: Where the roof structure is sloping, the clearance is to be measured at the low point of the roof support structure. Care has to be exercised to maintain the maximum authorized clearance at the lowest point and still provide at least 9'-0" clear structure height at the lowest point of the sloping roof structure. This may be accomplished when longer spans are required by reducing the slope with the limit of slope reduction being the minimum recommended by the manufacturer in order to get a 30-year (minimum) warranted roofing system.

5-4 Slabs-On-Grade:

A. General: State support is generally limited to the following thicknesses: no less than five inches but no more than six inches (6"). The concrete slab (single layer pour and standard troweled finish) should have ungalvanized welded wire mesh for shrinkage and temperature steel and poured on no more than a six-inch (6") granular base. The concrete compressive strength should be 3,000-4,000 PSI in 28 days after pouring unless a stronger concrete is justified. Fibrous concrete may be considered in addition to steel reinforcement.

B. Workmanship: All slabs on grade shall be applied with the greatest quality of workmanship reasonably available. Variations in the slab shall be no greater than 1/8th inch for every 10-feet. Slabs shall be highly finished with a smooth surface. Mounding for recessed receptacles is not permitted. Slopes to drains shall be installed in strict accordance with plans and specifications or, if tendered to the A-E, a change directive.

5-5 Stairs

Stairwells shall not be constructed with drywall/gypsum board and/or steel studs. Partitions between stair runs shall be provided only with AOC approval.

5-6 Structural Systems/Exterior Walls/Roofing Systems/ Foundations

Generally, a steel column and wide flange beam systems would be more costly than if interior walls were strategically planned and located to function as a room partition and a bearing wall. The structural system is to be of noncombustible material and shall comply with the following for State support.

A. Exterior walls:

(1) General: Exterior walls, may be face or common brick (laid in running bond except for a limited amount of stacked bond, soldier coursing, etc. authorized for aesthetics) and/or stone with concrete masonry unit backup forming a bearing wall, concrete tilt slab or other suitable system that can be provided at equal or less cost.

(2) Sheathing: All exterior walls shall be sheathed with materials (boards) in accordance with the following:

- ☐ Flame Spread – 0
- ☐ Smoke Developed – 0, Non-Toxic
- ☐ Combustability – Non-combustable
- ☐ Insect Resistance – Yes
- ☐ Mold Resistance – Yes (Non-Nutrient, no paper or cellulous allowed)
- ☐ Mildew Resistance – Yes (Non-Nutrient, no paper or cellulous allowed)
- ☐ Water Absorption when Saturated – <25% for standard applications, <20% for potential high moisture applications.

Sheathing shall be Cement Board, Gypsum Board, or Dragon Board (for wet applications) or approved equal.

(3) Brick: All brick shall be commercial-grade, non-porous, and sealed as recommended by the manufacturer. Residential brick is prohibited. Reinforcement between brick courses is authorized, if deemed necessary by structural engineer to prevent cracking.

(4) Concrete Block: All block shall be commercial-grade, non-porous, and sealed as recommended by the manufacturer. Reinforcement between block courses is required at an interval determined by structural engineer to prevent cracking.

(5) Insulated metal panels, stucco, or plaster finish may be substituted for brick or stone veneer.

(6) Cavity type wall construction may be used to obtain the authorized "U" factor.

(7) Pre-cast insulated concrete panels may be used if the cost is equal to or less than cavity wall construction (brick, insulation, and concrete block wall section).

(8) Parapet walls, up to a maximum height of eighteen inches (1'-6") or two (2) courses of (block) masonry.

(9) One (1) piece truss type (industry standard) horizontal reinforcing every second or third course may be used in concrete masonry unit walls.

(10) Vertical reinforcing is authorized for seismic activity protection.

(11) Masonry thickness plus air space or space for rigid insulation for cavity wall construction should be adequate to provide the authorized heat transmission value in Table 5-1 and comply with the governing building code(s).

(12) Masonry wall construction may be used to comply with the requirements of appropriate building codes. Where six inch (6") CMU is adequate by code, the option of using an eight-inch (8") CMU is given.

(13) Stone wall construction shall incorporate a mechanical attachment system with grouting as recommended by the manufacturer/producer and approved by structural engineer. This system shall be designed and installed so as to prevent conditions which permit movement or cracking of stone pieces. Special emphasis will be placed on fasteners and grouting strength.

B. Roofs

(1) General: The roof system should normally consist of a medium to heavy weight noncombustible type construction designed and constructed to last **at least 30-years**. This is normally accomplished by designing and installing a roofing system with a 20+10 year warranty. It is the desire of the Court of Justice to install the best available roofing system possible, within the available budget.

(2) Minimum and Maximum Slopes:

- a. Composite roofing: minimum slope 3/8 inch per foot, no maximum slope.
- b. Standing seam metal roofing: minimum slope 1 inch per foot, maximum slope 8:12.
- c. Tile or Shingle roofing: minimum slope 2:12, maximum slope 8:12.

(3) Walking treads, which prevent damage to roof surfaces, shall be provided for access to and maintenance of roof-mounted equipment. Walking treads shall be of sufficient width to allow pedestrian traffic and hand-operated dollies or other such wheeled devices required for servicing equipment. Walking treads shall border all access points such as ladders, doors, hatches, etc., and equipment at least five-feet (5'-0")

a. Walking treads for Composite Roof Systems shall be no less than one additional layer of 350 Grams per Meter Mat.

b. Walking treads shall be stencil marked in four-inch letters, with yellow or white paint, as "WALKWAY" at least every ten feet.

c. Areas adjacent to walking treads shall be stencil marked in four-inch letters, with yellow or white paint, as "KEEP OFF" at least every ten feet.

d. Care must be taken to drain roof away from walking treads. If roof drainage must traverse walking treads, drainage grooves shall be provided as necessary. These "grooves" must be marked "KEEP OFF". Additionally, portable walking treads must be provided in a suitable area, at or adjacent to the roof access and have signage which instructs service personnel to use the portable treads for wheeled equipment over drainage grooves.

(4) Drainage: All roofs shall have positive drainage, with no ponding of any volume of water. Generally, drainage should be toward the perimeter of the roof into scuppers and downspouts. Interior roof drains discharging onto grade are authorized for large roof areas. Interior roof drains discharging into underground piping systems are authorized in areas where the outside heating design temperature, as determined from the ninety-seven and one half percent (97 1/2%) is (+) ten (10) degrees Fahrenheit dry bulb or less. State support is also authorized for the underground piping system in these areas.

(5) Ice/Snow Shearing: Sloped roofs which expel ice and snow onto ground or lower decked levels of a structure shall be equipped with ice and snow shearing devices, which prevent large pieces of ice or snow from falling. These devices shall be metal (non-powder cast) and shall be mechanically attached or attached with brazing or other permanent method. Adhesion compounds shall not be used to secure devices to roof surfaces.

(6) Overhang: A three foot (3') roof overhang is authorized, particularly at the southerly exposure for solar heat gain reduction in addition to the eighteen inch (18") parapet wall. Greater overhangs could be authorized as passive solar features when supported by appropriate life cycle cost documentation. Other exterior shading devices may be considered at areas with glazed fenestration when supported by appropriate documentation.

(7) Canopies: A canopy may be provided at high use exterior doors and should generally be limited to five feet (5') deep for all but main entrances, which should be limited to fifteen feet (15').

(8) Access: A roof scuttle and fixed ladder may be provided on the inside of multi-story buildings from finished floor level to the low roof and from the low to the high roof. Instead of parapet, a roof overhang is authorized around the building perimeter when a sloping roof system is utilized.

(9) Roofing System Performance: Roof Systems shall, as a minimum, have extendable warranties for a minimum of 30-years (20 + 10). The initial warranty shall be no less than 20-years with an additional 10 years with manufacture prescribed inspections, maintenance and repairs. Roof Systems will meet or exceed all moisture absorption and transverse break strength tests established by the International Conference of Building Officials (ICBO) as such tests are in existence as of the date of manufacture which are applicable to its product. Roof Systems shall possess the following characteristics:

- Non-Combustible or Combustion-Resistant with Underwriters Laboratories Class or Warnock Hersey "A" external fire classification,
- Shall not be susceptible to damaged by vermin,
- Shall not allow passage of water due to decomposition or decay,
- Shall not crack, split, or delaminate as a result of temperature change or weathering,
- Shall not lift, warp, or curl,
- Shall withstand all design wind uplift loads for 80 MPH Sustained Wind in accordance with the Factory Mutual Research windstorm classification "I-90".
- Shall resist Hail Damage. "Hail Damage" is defined as; penetration through the surface by a hailstone 1-1/2 inches or less in diameter, or crack in or around the point of impact of a hailstone 1-1/2 inches.
- Shall not have any ponding of any volume of water.
- Shall use consistent components and finishes, such as flashing materials, drains, etc. to the greatest extent possible so as to produce a neat and professional appearance.

(10) Types of Roofing Systems:

a. Composite Roofs: The roof membrane(s) shall be a composite SBS fully adhered, heat (torch)-fused, two-ply modified bitumen system with a finished surface of granules or metal foil, applied over rigid insulation. The use of metal foil surfaces is limited to areas not subject to foot or wheeled traffic of any kind. Foil surfaces shall be reserved for flashing, and high sloped roofs such as Barrel roofs, domes, etc.

1. The number and nature of Layers and Membranes are as follows:

- ☐ Roof Deck
- ☐ Insulation
- ☐ Coverboard
- ☐ Membrane #1, Base Membrane Ply,
- ☐ Membrane #2, Cap Membrane Ply,
- ☐ Base Membrane Flashing Ply,
- ☐ Cap Membrane Flashing Ply,

2. Roof Decks may be metal (galvanized or ungalvanized) with a manufactures applied paint on both sides of either type decking, two inches of wood decking, or concrete (prefabricated light-weight panels).

3. Rigid insulation shall be Polyisocynurate-Foam Board Insulation. Insulation shall be applied in two (2) layers, which maintain a minimum aged R-value of 5.6 and a combined aged R-value of all Polyisocynaurate layers of no less than 20. Polyisocynaurate-Foam Board characteristics are as follows:

- ☐ Density 2 pcf (ASTM D 1622)
- ☐ Minimum Compressive Strength 18 LBS per square inch (ASTM 1621)
- ☐ Maximum Water Vapor Transmission 1.0 perm (ASTM 96)
- ☐ Maximum 7-day Dimensional Stability 2% (ASTM D 2126)
- ☐ Thermal Resistance ASTM C518/PIMA CP 101
- ☐ Maximum Flame Spread 25 (ASTM 84)
- ☐ Maximum Spread of Flame Class A with roof (ASTM E 108)
- ☐ Maximum Water Absorption 1% (ASTM C 209)

4. Tapered Rigid Insulation shall be factory formed units consisting of material described above and shall have a slope no less than 1/2-inch. All tapered insulation shall have a minimum thickness of one-inch.

5. Coverboard shall be specifically designed and manufactured for use with SBS modified bitumen membrane roof systems. Coverboards shall be a multiply, semi-rigid asphaltic roofing substrate board composed of a mineral-fortified asphaltic core formed between two (2) asphaltic saturated/impregnated fiberglass liners.

6. Crickets shall be constructed from factory-formed units of the specified Coverboard and shall be provided to channel water to valleys to prevent water accumulations. Hollow spaces below crickets shall be foam filled so as to prevent any condensation moisture buildup and deterioration.

7. Drain Sumps shall be sloped ½-inch:12-inches and shall be constructed of tapered perlite or equivalent panels for installation at drain sumps.

8. Membranes, shall be torch applied. Membranes shall have non-woven polyester reinforcement (minimum 5.12 lbs/sf) and thermofusible elastomeric asphalt composed of bitumen and SBS thermoplastic polymer. Underside shall be protected by thermofusible synthetic film. Top side including flashings shall be self-protected with colored granules or metallic foil. SBS bitumen membrane minimum performance properties shall be as follows:

| | | |
|---|--|--------------------------------|
| □ Maximum average elongation | 1,500% | |
| □ Minimum average softening | 256-degrees F | |
| □ Maximum average low temperature flexibility | -22-degrees F. | |
| □ Minimum homogeneity | Level 6 using Fluorescence microscopy at 250x magnification. | |
| □ Load Strain Properties at 77-degrees F. | MD | XD |
| <i>Initial</i> | | |
| Minimum load | 132 | 90 LBS per SF |
| Maximum elongation at maximum load | 63% | 68% |
| Maximum strain energy load at maximum load | 63 | 45 Inch Lbs Per Square Inch |
| <i>After Heating Condition at 158-degrees F. for 90 days</i> | | |
| Minimum load | 136 | 99 LBS per SF |
| Maximum elongation at maximum load | 54% | 59% |
| Maximum strain energy load at maximum load | 43 | 26 Inch Lbs per Square Inch |
| □ Initial Load Strain Properties at 0-degrees F. | MD | XD |
| <i>Initial</i> | | |
| Minimum load | 66 | 119 LBS per SF |
| Maximum elongation at maximum load | 35% | 34% |
| Maximum strain energy load at maximum load | 48 | 34 Inch Lbs per Square Inch |
| <i>After Heating Condition at 158-degrees F. for 90 days</i> | | |
| Minimum load | 159 | 111 LBS per SF |
| Maximum elongation at maximum load | 33% | 28% |
| Maximum strain energy load at maximum load | 55 | 43 Inch Lbs per Square Inch |
| | MD | XD |
| □ Minimum Tensile Tear Strength at 77-degrees | 164 | 121 Lbs per SF |
| □ Maximum Water Absorption | 0.6% | 0.6% |
| □ Maximum Dimensional Stability Absolute change | -.3% | +.3% |
| □ Low Temperature Flexibility (Minimum temperature cracking does not occur) | | |

| | | |
|--|--------------------|-------------------------------|
| Initial | -15° | +15° degrees F. |
| After 158-degrees F for 90 days | -5° | -5° degrees F. |
| ❑ Compound Stability (Minimum temperature for drip/drop formation) | 250° | 250° degrees F. |
| ❑ Granular loss minimum average value | | 0.07 0.03 oz. |
| ❑ Weight minimum average value | 90 | 98 (44 Kg) pounds per 100 SF |
| ❑ Thickness minimum average value | 160 mils (4.0 mm) | |
| ❑ Bottom Coating minimum average value | 40 mils (1.0 mm) | |

b. Metal, Standing Seam Roofs: If the standing seam metal roofing is selected, a minimum of 24-gauge steel with appropriate thickness of fiberglass batt insulation placed under the metal roofing and over top of the purlin is authorized. Rigid insulation placed on metal decking may be used instead of the less costly standing seam metal roofing system to provide a more pleasing under side appearance. The metal standing seam shall consist of materials with sufficient thickness and coatings necessary to obtain a minimum of 40 year manufacturer's warranty. The use of materials (stainless steel, copper, alloys), which do not require coatings, is encouraged so long as strengths can be obtained comparable to 24-gauge steel. Special care regarding the nature and installation of fasteners, shall be specifically addressed in the technical specifications to prevent deterioration at fastening points (drill-holes especially).

c. Tile, Shake, or Shingle Roofs: Acceptable tile, (non-wood) shake, or shingle roof types include, but are not limited to: Ceramic; Ceramic Glazed, Galvanized Steel; Clay; Concrete; Slate; Concrete-Slate; Stainless Steel; or Copper. The tiles, shakes, or shingles should be manufactured to ISO 9000 Quality Standards.

(11) Roof Deck and Roof Structural Systems: Roof Decks and Roof Structural Systems shall be designed to afford the greatest possible longevity for the roof surfaces. Special attention shall be given to minimize excessive expansion/contraction or any movement. Approved deck types include steel, reinforced poured concrete, pre-stressed concrete panels, light weight concrete (fiber reinforcement is authorized for all concrete), poured or plank gypsum, cementitious wood fiber panel, or hybrid decking complete with flashings, scuppers, expansion and control joints, cant and edge strips, and crickets. As an alternate structural system heavy timber type construction (defined as minimum of two inch (2") thick decking and six inch by eight inch (6" X 8") minimum size joist, purlin, beams, etc.) may be used when proven to be more economical than steel construction.

(12) Insulation: All insulation shall be installed so as to achieve the parameters specified in Paragraph 5-6 below. Shrinkage and deterioration shall be considered and insulation factors shall be calculated on the state of insulation 10-years in the future from the installation date.

C. Foundations:

(1) General: Special consideration shall be given to the design and installation of a single-type, which is sufficiently stable so as to prevent any movement which may adversely affect masonry walls, floors, etc. Mixing of foundation types is prohibited unless authorized in writing by the AOC General Manager of Facilities. Bearing wall foundations may be concrete masonry block (with grout filled cores) or reinforced concrete foundation walls on continuous concrete spread footings. Special foundations such as steel and/or concrete piles and concrete grade beams may be supported if the soil investigation survey indicates an alternative should be used and a "Declaration of Uniformity of Area Soil Conditions" is provided as justification.

(2) Interior Footing: The top of the interior bearing wall footing should be generally placed six to eight inches (6-8") below the bottom of the floor slab. The bottom of the exterior bearing wall footings should be located just below the maximum frost depth or one foot six inches (1'-6") below finished grade whichever governs.

(3) Support Provisions: a thickened concrete slab should support all interior non-bearing masonry partitions. Concrete compressive strength should generally be between 3000-4000 PSI at twenty-eight (28) days after pouring unless a stronger concrete is justified on the basis of economy.

(4) Entrances: At entrances, consideration may be given to the use of foundations/grade walls under concrete stoops (which are almost flush with the bottom of the doors) to prevent door interference due to upward displacement of the stoop by frost action.

(5) Moisture Protection: All foundations shall be protected from moisture in accordance with the best, most practicable engineering practices. Foundation drainage shall be installed where needed or where there is a suspected need.

D. Miscellaneous:

(1) Lintels may be either metal angles or masonry lintels.

(2) Concrete Edge Protection: A steel angle or other type protection shall be used to protect the concrete edge of the vehicle access door threshold.

5-7 Thermal and Moisture Protection

A. Exterior Walls and Roof shall be insulated to reduce the heat transmission factor "U" to the values listed below, Table 5-1. (additional insulation may be provided if required by an applicable state code or if justified on a life cycle cost basis). Installation of batt insulation above suspended ceilings is not recommended, due to the likelihood that a condensation problem will be created. Roof insulation may be installed below the roof deck, if no condensation problem is created. Sheathing shall be in accordance with Paragraph 5-6A(2) above. Exterior, behind masonry, concrete block and poured concrete walls shall be sheathed or coated with a material which provides mildew and mold resistance.

B. Perimeter: Vertical and horizontal perimeter insulation shall be provided for slab-on-grade floors to reduce the U-value to the same as the exterior wall insulation. Exterior wall insulation and foundation insulation shall be arranged to preclude leaving an uninsulated gap at the wall/floor juncture.

TABLE 5-1 MAXIMUM HEAT TRANSMISSION VALUES 1/

| Degree Days | Gross Wall <u>2/</u> Uo <u>3/</u> | Walls Uw <u>4/</u> | Ceiling/Roof Ur <u>5/</u> | Floor Uf <u>6/</u> | Uf <u>7/</u> |
|-------------|--------------------------------------|-----------------------|------------------------------|-----------------------|--------------|
| 100-1,000 | 0.31 | 0.15 | 0.05 | 0.10 | 0.29 |
| 1,000-2,000 | 0.23 | 0.15 | 0.05 | 0.08 | 0.24 |
| 2,001-3,000 | 0.18 | 0.10 | 0.04 | 0.07 | 0.21 |
| 3,001-4,000 | 0.16 | 0.10 | 0.03 | 0.07 | 0.18 |
| 4,001-6,000 | 0.13 | 0.08 | 0.03 | 0.05 | 0.14 |
| 6,001-8,000 | 0.12 | 0.07 | 0.03 | 0.05 | 0.12 |
| Over 8,001 | 0.10 | 0.07 | 0.03 | 0.05 | 0.10 |

NOTES FOR TABLE 5-1

1/ Heat transmission values are expressed in English units. (U=BTU/H.SF.oF)

2/ Gross wall values include all doors and windows, window frames, metal ties through walls structural steel members that protrude through all insulation to the exterior and continuous concrete or masonry wall.

3/ Gross "Uo" values are to be used for all new construction and major alteration of facilities.

4/ Wall "Uw" value is the thermal transmittance of all elements of the opaque wall area. "Uw" values are to be used for upgrade of existing facilities where the alteration of walls and resizing of window glazing, to meet gross wall values which is not cost effective.

5/ Ceiling/roof "Ur" values are for ceiling/roof areas where adequate space exists for insulation to be applied above the ceiling and/or below roof structure. Built up roof assemblies and ceiling assemblies in which the finished interior surface is essentially the underside of the roof deck shall have a maximum "Ur" value of 0.05 (0.284) for any Degree Days area.

6/ Floor "Uf" values are for floors of heated space over unheated areas without a positive heat supply to maintain a minimum of fifty degrees Fahrenheit (ten degrees Centigrade) (50°F; 10°C).

7/ Floor "Uf" values are for slab-on-grade insulation around the perimeter of the floor

5-8 Doors and Windows

A. Exterior Doors:

(1) General: All doors (including all sectional or roll-up overhead doors) entering into heated and/or air-conditioned areas shall be insulated.

(2) Exterior doors and doors providing access to storage areas should be sixteen (16) gauge insulated metal (flush) with fixed pin hinges of suitable weight on a fourteen (14) gauge hollow metal frame.

(3) Main entrance doors and doors connecting directly to Public Parking areas should be recessed to form a vestibule and will consist of commercial (heavy use) grade aluminum and glass "store front" systems. Handicapped "Openers" and automatic door openers are authorized.

(4) Secondary doors (generally used for emergency egress only) should not be fitted with glass panels, transom glass or sidelights for security reasons.

(5) Commercial grade hardware shall be used. Public and staff entrances shall have continuous gear (full-length) hinges. Ball bearing hinges shall be used for other high frequency usage doors or where fire safety governs. Kick and push plates should be used on frequently used doors. See following section (interior doors) for further guidance on hardware.

(6) Trim around the doors may be limestone, native stone, concrete, masonry, or brick.

(7) Kick Plates: The use of kick plates shall be limited to high-traffic entries and exits, if necessary. Kickplates shall be provided with four beveled edges, 10 inches high by width less 2 inches on single doors and 1 inch on pairs of doors. Furnish screws to match finish.

(8) Motor Operated, overhead insulated steel doors for Sallyport, Loading Dock, and Ground Support Equipment areas (minimum of sixteen (16) gauge. A minimum of one (1) sixteen feet wide by fourteen feet high (16' X 14'), insulated, shall be used for the Vehicular Sallyport door. Center Pull Door Openers are preferred. Coiling doors, of any type, shall not be used. Sallyport door is monitored and controlled by security personnel from their workstation. Contact AOC ETS personnel for specific and current requirements.

(9) Warranties: Provide from hardware supplier as follows:

- Closers: Ten years: except electronic closers: Two years.
- Exit Devices & Locksets: Three years
- All other Hardware: Two years.

B. Interior Doors:

(1) Steel Interior flush doors should generally be eighteen (18) gauge hollow metal (except 16 gauge for access to secure areas) with sixteen (16) gauge (14 gauge for storage) frames for durability. Kick plates may be used on frequently used doors. Commercial grade (non-residential) kickplates shall be provided with four beveled edges, 10 inches high by width less 2 inches on single doors and 1 inch on pairs of doors. Furnish screws to match finish.

(2) Wood Interior flush doors, may be 1 3/4" solid core wood doors (except secure area doors that requires both sides faced with 22 gauge steel) with a standard finish and construction. All wood doors shall be highly finished to match or complement the facility's casework. Wood doors, as a minimum, shall be sanded smooth to a degree acceptable for furniture, stained, sealed (if necessary), and finished with a high grade of lacquer or polyurethane identical to that used for Courtroom casework.

(3) Interior Door Recessing: Interior doors should only be recessed if required for safety reasons (e.g., door opening into busy corridor).

(4) Door Closers: Interior doors shall be equipped with surface mounted door closers, full rack and pinion type with removable non-ferrous cover. Provide sex bolts at all wood doors. Place closers inside building, stairs, and rooms. Closers shall be non-handed, non-sized and adjustable.

- Provide multi-size 1 through 6 at all doors rated or not.
- Flush transom offset brackets shall be used where parallel arm closers are listed for doors with fixed panels over.
- Drop brackets are required at narrow head rails.
- Set exterior doors closers to have 8.5 lbs maximum pressure to open, interior non-rated at 5 lbs, rated openings at 12 lbs.

(5) Commercial grade hardware shall be used. Obtain each kind of hardware (latch and locksets, exit devices, hinges, and closers) from only one manufacturer, although several may be indicated as offering products complying with requirements. Hardware supplier shall be a direct factory contract supplier who has in his employment a certified architectural hardware consultant (AHC) who is available at all reasonable times during the course of the Work, and for project hardware consultation to the Project Development Board, AOC, Owner, Architect, and Contractor.

a. Hinges: Outswinging exterior doors shall have non removable pin hinges. All hinge open widths shall be minimum, but of sufficient size to permit door to swing 180. Furnish hinges with five knuckles and flush bearing. Furnish 3 hinges per leaf to 7 foot 6 inch height. Add one for each additional 30 inches in height or fraction thereof.

b. Exit Devices: Furnish all sets at wood doors with sex bolts unless otherwise specified. Lever handle trim shall match locksets. All touch bar type devices shall have deadlocking latchbolt, stainless steel touchpads or vinyl covered pads and be non-handed. The unlatching force shall not exceed 15 pounds when applied in the direction of exit travel.

c. Exit Doors: Openable at all times from the inside without the use of a key or any special knowledge or effort.

d. Fire-rated openings: Provide hardware for fire-rated openings in compliance with NFPA Standard No. 80. This requirement takes precedence over other requirements for such hardware. Provide only such hardware which has been tested and listed by UL for the type and size of door required, and complies with the requirements of the door and the door frame labels. Latching hardware, door closers, ball bearing hinges, and seals are required whether or not listed in the Hardware schedule. Where panic exit devices are required on fire-rated doors, provide supplementary marking on door UL label on exit device indicating "Fire Exit Hardware."

e. Seals: All seals shall be finished to match adjacent frame color. Seals shall be furnished as listed in schedule. Material shall be UL listed for labeled openings.

f. Screws: All exposed screws shall be Phillips head.

g. Silencers: Furnish silencers on all interior frames, 3 for single doors, 2 for pairs. Omit where any type of seals occur.

(6) Hardware Locations:

a. Hinges:

- Bottom Hinge: 10 inches from door bottom to bottom of hinge.
- Top Hinge: 5 inches from door top to top of hinge.
- Center Hinge: Center between top and bottom hinge.
- Extra Hinge: 6 inches from bottom of top hinge to top of extra hinge.

b. Locks: 38 inches from finished floor to center of lever or knob.

c. Push Bar: 44 inches from bottom of door to center of bar.

d. Push Plate: 44 inches from bottom of door to center of plate.

e. Pull Plate: 42 inches from bottom of door to center of pull.

f. Exit Device: 39-13/16 inches from finished floor to center of pad.

g. Deadlock Strike: 44 inches from floor, centered.

(7) Hardware Installation:

a. Install each hardware item per manufacturer's instructions and recommendations. Do not install surface mounted items until finishes have been completed on the substrate. Set units level, plumb and true to line and location. Adjust and reinforce the attachment substrate as necessary for proper installation and operation.

b. Installation shall conform to any applicable State security regulation.

(8) Hardware Adjusting:

a. Adjust and check each operating item of hardware and each door to ensure proper operation or function of every unit. Replace units, which cannot be adjusted to operate freely and smoothly.

b. Inspection: Hardware supplier shall inspect all hardware furnished within 10 days of contractor's or construction manager's request and include with his guarantee a statement that this has been accomplished. The construction manager or Contractor shall sign off the hardware as being complete and correctly installed and adjusted. Further corrections of defective material shall be the responsibility of his representative.

(9) Warranties: Provide from hardware supplier as follows:

- Closers: Ten years: except electronic closers: Two years.
- Exit Devices & Locksets: Three years
- All other Hardware: Two years.

C. Door locks and Latchsets shall be extra-heavy-duty lever cylindrical with Best 7-pin interchangeable core. Lockset and Cores to be of the same manufacturer to maintain complete lockset warranty. Locks to have solid shank with no opening for access to keyed lever keeper. Keyed Lever to be protected by means of a break-away mechanism to prevent forced entry, when excessive torque is applied, a replaceable part will shear. Lock chassis must be through-bolted (outside of the lock chassis prep) to prevent rotation of chassis after installation. Lock manufacturer shall provide a three-year warranty, in writing, to the Owner, along with three copies of the lock service manual. Strikes shall be 16 gauge curved brass, bronze or stainless steel with a 1" deep box construction, and have sufficient length to clear trim and protect clothing.

- Grade 1 Cylindrical Locks shall have minimum 9/16 throw. All deadbolts shall have 1 inch minimum throw.
- Comply with requirements of AOC facility security guidance.
- Lock Series and Design: Best 35H7 or 93K7. Trim as designated by AOC General Manager of Facilities.
- Cylinders: Best 7-Pin

D. Keying: Provide construction cores and keys during the construction period. Construction control and operating keys and core shall not be part of the Owner's permanent keying system or furnished on the same keyway (or key section) as the Owner's permanent keying system. Permanent cores and keys (prepared according to the accepted keying schedule) will be furnished to the Owner (by the local Best factory representative) prior to occupancy.

(1) Key System: All cylinders shall be Best 7-pin, interchangeable core keyed to existing Best Access Systems key system and shall be provided by the AOC unless otherwise required by the AOC.

(2) Key and Core Identification: Permanent keys and cores shall be stamped with the applicable key mark for identification. These visual key control marks or codes will not include the actual key cuts. Permanent keys will also be stamped "Do Not Duplicate" as provided by the AOC unless otherwise required by the AOC.

(3) Grand Masterkeys, Masterkeys and other Security keys in possession of the contractor shall be transmitted to the AOC General Manager of Facilities, 100 Millcreek Park, Frankfort, KY 40601 by Registered Mail, return receipt requested.

(4) Furnished Keys: Furnish keys in the following quantities if required by the AOC:

- 1 each Grand Masterkeys
- 4 each Masterkeys
- 2 each Change keys each keyed core
- 9 each Construction masterkeys
- 1 each Control keys

(5) Permanent Cores: If required by the AOC, install permanent cores and return the construction cores to the Best Access Systems Factory Representative. All Construction cores and keys remain the property of Best Access Systems.

(6) Construction Cores: Prior to Design Phase C, a determination shall be made by the AOC whether construction cores for locks shall be provided as part of the project (included in construction documents) or shall be provided by the AOC (noted in construction documents). Construction core keying shall be determined by the AOC. The CM or GC shall be responsible for issuing, tracking, and retrieving all construction core keys. All construction cores and keys are considered as property of the AOC and shall be given to the AOC when permanent cores are installed.

(7) Keying schedule: Unless provided by the AOC, submit three copies of separate detailed schedule indicating clearly how the AOC's final instructions on keying of locks has been fulfilled.

E. Trim around the doors may be wood (see paragraph (2) above for level of finish), steel, limestone, native stone, concrete, masonry, or brick.

F. Door Hardware Manufacturers: The following is provided as a pre-approved listing of Manufacturers

| <u>Item:</u> | <u>Manufacturer:</u> | <u>Approved:</u> | <u>Approved:</u> |
|---------------|----------------------|------------------|-----------------------------|
| Hinges | Hager | McKinney | Stanley |
| Locks | Best-35H&93K | Sargent-8200&11L | Corbin/Ruswin-ML2200&CL3300 |
| Cylinders | Best | | |
| Exit Devices | Precision-Apex | Dorma-9000 | Von Duprin-98 |
| Closers | Ryobi-D-4550 | Dorma-8901 | Norton-8501 |
| Pulls | Hager | Rockwood | Trimco |
| Silencers | Hager | Rockwood | Trimco |
| Kickplates | Hager | Rockwood | Trimco |
| Stops | Hager | Rockwood | Trimco |
| Overhead Stop | ABH | Dorma | Rixson |
| Thresholds | Hager | Zero | Pemko |
| Seals/Sweeps | Hager | Zero | Pemko |

G. Prison Handling Area Doors and Hardware: Prisoner handling areas shall be equipped with penal/institutional doors and hardware in accordance with guidance from AOC Department of Facilities.

H. Windows/Glazed Openings.

(1) General: Windows shall be fixed and non-openable. Any proposal for deviation from this policy must be tendered to the AOC General Manager of Facilities for consideration. Written approval from the AOC General Manager of Facilities is required prior to incorporating such provisions. Any proposal must include a detailed analysis of the effects of such provisions on the facility's heating and cooling system. Such provisions must be designed to have no effect of the heating and cooling of adjacent areas (e.g., if a window is opened, it will not cause adjacent offices' temperature to rise or fall).

(2) Safety:

a. Glazed openings subject to accidental human impact should be glazed with one-fourth inch fully tempered glass or wire glass, laminated safety glass, or plastic sheet as appropriate.

b. Double strength sheet glass or float glass should be used for all other exterior glazed openings.

c. Anti-ballistic glazing shall be provided for Judges and Circuit Court Clerks whose work area can be targeted directly from less than 300-yards.

(3) Double/triple glazing or insulated glass (not storm windows) shall be used to obtain the average heat transmission values stipulated, herein, and should be used for all areas.

(4) Thermal breaks should be provided in the window frame.

(5) Coated, tinting, or fully reflective glass may be provided, particularly at windows in air-conditioned space.

(6) Security window sash/bars may be provided on the ground floor only. Glass block may be used in place of the above glazing options.

(7) Window sills may be concrete, masonry, brick, limestone or other material compatible to the building's exterior finish.

(8) Lintels may be either masonry or metal angles.

I. Screens are not provided for exterior windows because of their inoperability.

J. Viewing windows

(1) General: Viewing windows should (generally) be limited to those conveniently located for observation of entry(ies) to lobby for visitor control and for superiors to observe personnel work performance.

(2) Courtrooms: Viewing windows are not permitted in Courtroom doors. However two "peep hole" viewing ports are allowed. One for viewing one direction, the other viewing the other direction.

(3) Finishes and Workmanship: Viewing windows shall be installed with the greatest professionalism possible and present a highly finished appearance. Trim around windows, particularly in doors, shall be highly finished (see paragraph B(2) above) and fitted flush with door surfaces. Trim cornering shall be executed with "picture frame" quality and workmanship.

5-9 Interior Floors

A. General: Interior floor systems and finishes shall be "dignified" and tailored for particular area uses. High-traffic areas, particularly public areas, shall have durable flooring such as Terrazzo, Quarry Tile, Stone, or Ceramic Tile. Other, non-public areas may have conductive or non-conductive synthetic tiles or carpet. Wood floor systems may be used for specific areas if superior maintenance and durability is demonstrated for a cost within project budget. All floor systems shall be installed by a company with a minimum of 10-years experience of installing applicable floor system(s). The following are acceptable for Court Facilities.

B. Sub Floor Surfaces: Generally, subflooring in Court of Justice facilities is Concrete applied over a steel decking. All concrete slabs shall be applied with the greatest quality of workmanship reasonably available. Variations in the slab shall be no greater than 1/8th inch for every 10-feet. Slabs shall be highly finished with a smooth, level, and even surface without inconsistencies, such as depressions, mounds, or ridges. Mounding or depressions for recessed receptacles is not permitted. Slopes to drains shall be installed in strict accordance with plans and specifications and shall also be installed without (unspecified) depressions, mounds, or ridges unless so authorized by an A-E a change directive.

C. Flooring Transitions: When transitioning from one type of flooring to another (e.g., terrazzo to VCT), care must be taken to insure that there is no deviation in the floor surface elevation. Such deviations are not permitted because they present trip hazards, particularly for handicapped individuals.

D. Terrazzo floor finishes shall use the best available Epoxy (rather than plastic) Matrix and shall be installed in strict accordance with manufacture specifications. Special consideration shall be given to stabilizing subflooring under terrazzo surfaces, including but not limited to additional reinforcement and concrete additives.

E. Tile, Quarry, Ceramic or Stone Floors shall use commercial grade heavy or medium traffic materials installed in strict accordance with manufacture specifications. Stone flooring tiles shall be installed with grout joints of 1/8-inch, or less, unless approved by AOC Facilities. Flooring shall be installed in a plane with no vertical variations.

F. Tile, Conductive or Non-Conductive Synthetic Floors shall use commercial grade heavy or medium traffic materials installed in strict accordance with manufacture specifications. Conductive tiles may be used in all areas except areas, which must have non-conductive surfaces, such as computer and telecommunication rooms and electronic repair shops.

G. Raised Plywood Flooring and Ramps (for Judge's Bench, Clerk's Stations, etc.) shall be fastened to support members with both screws and glue. Flooring material and supports shall allow no "bounce" or "springing" action.

H. Carpet

(1) General: Carpet may be installed in offices and courtrooms. A combination of carpet and tile may be used in courtroom spectator areas with carpet used for traffic areas and tile under seating. All carpet shall be commercial grade, in accordance with the following.

(2) Courtroom and General Areas:

| | | |
|---------------------------|--|------------------|
| Construction | Woven | |
| Surface Texture | 100% "Loop" or "Loop and Cut" | |
| Pile Content | 100% Nylon (Infinity 6.0 or approved equal) | |
| | Preferably, Nylon containing a minimum of 25% post consumer content. | |
| Color Technique | 100% Solution or Solution/Space Dye | |
| Yarn Weight | Minimum: 26 OZ, | Maximum: 35 OZ |
| Pitch | Minimum: 165, | Maximum: 330 |
| Rows Per Inch | Minimum: 6.0, | Maximum: 10.0 |
| Pile Thickness | Minimum: .145 IN, | Maximum: .200 IN |
| Density | Minimum: 5500 | Maximum: 9000 |

| | |
|--------------------------------|--|
| Weight Density | Minimum: 143,000 Maximum: 285,000 |
| Backing Material | 100% Synthetic |
| Width | 12 FT |
| Flammability | Class 1, Exceeds .45 WATTS per Square CM |
| Smoke Density | NBS Smoke Density Chamber (NFPA-258) Less than 450. |
| Static Propensity | 70/20 AATCC-134, under 3.5 KV |
| IAQ Certification | Required, Provide Document Number |
| Soil Release | Flourochemical Treatment |
| Warranties | |
| Texture Retention | Lifetime of installation |
| Edge Ravel | Lifetime of installation |
| Zippering & Delamination . . . | Lifetime of installation |
| Wear | Lifetime of installation |
| Colorfastness | 10-Years, limited to light |
| Atmospheric Contaminants . . | 5-Years, limited |

(3) Judges Chambers and Circuit Court Clerk Offices: (if construction budget allows or may be included as additive alternate)

| | |
|-----------------------------|--|
| Construction | Tufted |
| Surface Texture. | Cut Pile |
| Pile Content | 100% Continuous Filament Nylon (DuPont or approved equal) |
| Color Technique | 100% Yarn or Piece Dye |
| Yarn Weight | Minimum: 36 OZ Maximum: 44 OZ |
| Gauge | Minimum: 1/10 Maximum: 1/12 |
| Stitches | Minimum: 12.5 Maximum: 14.0 |
| Pile Thickness | Minimum: .188 IN Maximum: .200 IN |
| Density | Minimum: 6800, Maximum: 7920 |
| Weight Density | Minimum: 248,000, Maximum: 348,500 |
| Backing Material | 100% Synthetic |
| Width | 12 FT |
| Flammability | Class 1, Exceeds .45 WATTS per Square CM |
| Smoke Density | NBS Smoke Density Chamber (NFPA-258) Less than 450. |
| Static Propensity | 70/20 AATCC-134, under 3.5 KV |
| IAQ Certification | Required, Provide Document Number |
| Soil Release | Flourochemical Treatment |
| Warranties | |
| Wear | 10-Years |
| Manufacture's. | 5-Years |

I. Wood Floors: Wooden floor systems shall be used as defined in Paragraph A. above. Wooden floors shall only be solid hardwood or engineered floor with hardwood surface and have highly durable finish(es) with a thickness of no less than ½-inch, suitable for the application in accordance with performance standards provided by AOC Department of Facilities. Wooden floors shall be installed in strict accordance with manufacture specifications.

5-10 Interior Walls

A. General: Interior walls shall be tailored and constructed for the specific area. Partitions shall be extended to the underside of the roof where required by sound control, fire code, any other applicable state code, or design requirement. The following are acceptable options for Court Facilities:

B. Workmanship and Levels of Finish: Care shall be exercised to insure all interior walls are square, true, flat, even, and finished with a very high degree of workmanship. Level 5 finish shall be used for Courtrooms and Hearing Rooms, Level 4 and/or Level 5 finish for the remainder of the building, as recommended by industry standards.

C. Fixture and Provisions Placement: The positioning and placement of all wall mounted fixtures and provisions (e.g., light switches, thermostats, sensors, power receptacles, etc.) shall not conflict with case-work, furnishings, or other construction (e.g., case work)

D. Non-Combustible Gypsum wall board metal stud construction. Type X Gypsum Board is authorized where a fire rating is required.

E. Damage Resistant Panels metal stud construction is recommended for high use areas or areas with a high potential for damage. Damage resistant panels shall be used in Public Areas (lower 4'-0") when Wainscot is not used.

F. Wood Veneer Panels over non-combustible gypsum wall board metal stud construction or furred to Concrete Block. Type X Gypsum Board is authorized where a fire rating is required.

G. Stone Veneer, Quarry, or Ceramic Tiles over non-combustible gypsum wall board metal stud construction or furred to Concrete Block. Type X Gypsum Board is authorized where a fire rating is required.

H. Concrete block, when used shall have reinforcement on every fourth course, as a minimum.

I. Hardened, (Industrial Type) Steel or Glass (floor to ceiling) Partitions, or other suitable system which may be provided at equal or less cost or when justified.

J. Wainscot: As a minimum, Wainscot should be used in public waiting area and high traffic areas. Wainscot may be wood panel, tile, or stone. Stone tiles shall be installed with grout joints of 1/8-inch, or less, unless approved by AOC Facilities. Flooring shall be installed in a plane with no horizontal variations. Please see Table 5-2 for areas authorized Wainscot. All areas authorized wainscot, are authorized a chair rail, if budget cannot support wainscot. If budget estimates cannot support wainscot, the wainscot shall be solicited as an "Additive Alternate" in the bid documents.

K. Stair Wells: Stair wells shall not be constructed with drywall/gypsum board and/or steel studs.

5-11 Finishes

A. Exterior: Painting of exterior galvanized metal surfaces (gutters, downspouts and flashing) is authorized where such surfaces are exposed to view from the ground. All exterior doors and window frames and aluminum trim may be anodized (clear or colored). Tinted mortar may be used, if appropriate. Painting of wood windows, doors, and trim, as well as ungalvanized/unfinished steel windows and doors, is authorized. Painting of these items should be applied with number of coats as recommended in manufacturer's instructions. Baked on colors are authorized instead of anodized finish on aluminum or steel commercial grade doors and windows.

B. Interior:

(1) Paint Coats: Paint for all authorized interior spaces is to be applied in the number of coats as recommended in the manufacturer's instructions.

(2) Interior finishes, other than manufacturer finishes, to be used for design are shown in Table 5-2. Table 5-2 indicates, for most areas, a range of finish levels, which are acceptable. As an "Additive Alternate" on the bid documents, increased levels of finish shall be solicited (e.g., for Judicial Chambers carpet may be specified, but wood shall be solicited as an Additive Alternate).

(3) Kickboards: A kickboard to one foot (1') above floor (may be rug extended up) may be provided for walls and doors in public areas. The kickboard shall be constructed of comparable materials to other finishes within the facility.

(4) RB/GSU is authorized when required on other than masonry construction if required to prevent water damage.

(5) Exposed CMU walls and roof deck painting. Exposed CMU walls and roof deck shall be painted. Light colors and non-glossy finish should be used to compliment the light system without causing reflections.

TABLE 5-2 INTERIOR FINISHES on following page.

TABLE 5-2 INTERIOR FINISHES

| <u>Functional Area</u> | <u>Floor</u> | <u>Wainscot*</u> | <u>Walls**</u> | <u>Ceilings</u> |
|--------------------------|--------------|------------------|----------------|-----------------|
| 1. Jury Trial Courtrooms | | | | |
| Litigation Areas | CPT/QT/TZO | WD/QT | GWB/PLA/HWP | GWB/ACST |
| Spectator Areas | CPT/QT/TZO | WD/QT | GWB/PLA/HWP | GWB/ACST |
| Vestibule/Sec. CK. | CPT/QT/TZO | None | GWB/PLA/HWP | GWB/ACST |
| Public Waiting Area | QT/CT/TZO | WD/QT/CT | GWB/PLA/QT | GWB/ACST |
| Jury Deliberation | CPT/QT/WD | WD/QT | GWB/PLA/HWP | GWB/ACST |
| Jury Lounge | VTC/CT | None | GWB/PLA | GWB/ACST |
| Jury Restrooms | VTC/QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| Witness/Victim Area | CPT/QT/CT | QT/CT | GWB | GWB/ACST |
| Attorney/Client Area | CPT/QT/CT | QT/CT | GWB | GWB/ACST |
| Prosecutor Area | CPT/QT/CT | QT/CT | GWB | GWB/ACST |
| Prisoner Holding | CONC/VCT | None | EXP | EXP |
| Trial Storage | CONC/VCT | None | EXP | EXP |
| A/V Equipment | CONC/VCT | None | EXP | EXP |
| Law Enforcement Area | CPT/QT/CT | QT/CT | GWB | GWB/ACST |
| Press Room | CPT/QT/CT | QT/CT | GWB | GWB/ACST |
| 2. Family Courtroom | | | | |
| Litigation Areas | CPT/QT/TZO | WD/QT | GWB/PLA/HWP | GWB/ACST |
| Spectator Areas | CPT/QT/TZO | WD/QT | GWB/PLA/HWP | GWB/ACST |
| Vestibule/Sec. CK. | CPT/QT/TZO | None | GWB/PLA/HWP | GWB/ACST |
| Public Waiting Area | QT/CT/TZO | WD/QT/CT | GWB/PLA/QT | GWB/ACST |
| Segregated Waiting | QT/CT/TZO | WD/QT/CT | GWB/PLA/QT | GWB/ACST |
| Child Waiting Area | CPT/QT/WD | WD/QT | GWB/PLA | GWB/ACST |
| Child Restroom | VTC/QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| Child Observation Rm. | CPT | None | CPT/GWB | GWB/ACST |
| Juvenile Waiting Area | CPT/QT/WD | WD/QT | GWB/PLA | GWB/ACST |
| Juvenile Restroom | VTC/QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| Juvenile Obs. Rm. | CPT | None | CPT/GWB | GWB/ACST |
| Interview Room | CPT/QT/CT | None | GWB | GWB/ACST |
| Attorney/Client Area | CPT/QT/CT | None | GWB | GWB/ACST |
| Prosecutor Area | CPT/QT/CT | None | GWB | GWB/ACST |
| Secure Holding Area | CONC/VCT | None | EXP EXP | |
| Trial Storage | CONC/VCT | None | EXP EXP | |
| A/V Equipment | CONC/VCT | None | EXP EXP | |
| Law Enforcement Area | CPT/QT/CT | QT/CT | GWB | GWB/ACST |

| <u>Functional Area</u> | <u>Floor</u> | <u>Wainscot*</u> | <u>Walls**</u> | <u>Ceilings</u> |
|----------------------------|--------------|------------------|----------------|-----------------|
| 3. Hearing Rooms | CPT/QT/WD | WD/QT | GBW/PLA/HWP | GBW/ACST |
| 4. Grand Jury Areas | | | | |
| Grand Jury Room | CPT/QT/TZO | WD/QT | GWB/PLA/HWP | GWB/ACST |
| Jury Lounge | VTC/CT | None | GWB/PLA | GWB/ACST |
| Restrooms | VTC/QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| Witness Waiting | CPT/QT/CT | None | GWB | GWB/ACST |
| Attorney/Client Area | CPT/QT/CT | None | GWB | GWB/ACST |
| Vestibule/Sec. Check | CPT/QT/TZO | None | GWB/PLA/HWP | GWB/ACST |
| Vestibule/Sec. Check | CPT/QT/TZO | None | GWB/PLA/HWP | GWB/ACST |
| Evidence Storage | CONC/VCT | None | EXP EXP | |
| A/V Equipment | CONC/VCT | None | EXP EXP | |
| 5. Judges Chambers | | | | |
| Judge's Office | CPT/WD | WD | GBW/PLA/HWP | GWB/ACST |
| Judge's Toilet | VTC/QT/CT | QT/CT | QT/CT/GBW | GWB/ACST |
| Conference/Hearing | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Law Clerk | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Court Administrator | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Court Recorder | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Court Secretary | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Files Area | CONC/VCT | None | GWB | EXP |
| Storage | CONC/VCT | None | GWB | EXP |
| Reception/Waiting | CPT/WD | WD | GWB/WD/PLA | GWB/ACST |
| Copy/FAX/Mail | CPT/VTC/CT | None | GWB/PLA | GWB/ACST |
| Staff Break Area | VTC/CT | None | GWB/PLA | GWB/ACST |
| Staff Restrooms | VTC/QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| 6. Appellate Judges' Suite | | | | |
| Judge's Office | CPT/WD | WD | GBW/PLA/HWP | GWB/ACST |
| Judge's Toilet | VTC/QT/CT | QT/CT | QT/CT/GBW | GWB/ACST |
| Conference/Hearing | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Law Clerk | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Library | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Court Recorder | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Files Area | CONC/VCT | None | GWB | GWB/ACST |
| Storage | CONC/VCT | None | GWB | GWB/ACST |
| Reception/Waiting | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Copy/FAX/Mail | CPT/VTC/CT | None | GWB/PLA | GWB/ACST |
| Coffee Station | VTC/CT | None | GWB/PLA | GWB/ACST |
| Staff Restrooms | VTC/QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| 7. Law Library* | CPT/WD/QT | WD/QT | GWB/PLA/HWP | GWB/ACST |

TABLE 5-2 INTERIOR FINISHES - Continued

| <u>Functional Area</u> | <u>Floor</u> | <u>Wainscot*</u> | <u>Walls**</u> | <u>Ceilings</u> |
|--------------------------------------|--------------|------------------|----------------|-----------------|
| 8. Circuit Court Clerk | | | | |
| Circuit Clerk's Off. | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Clerk's Restroom | VTC/QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| District Clerk's Off. | CPT | None | GWB/PLA | GWB/ACST |
| Supervisor's Areas | CPT | None | GWB/PLA | GWB/ACST |
| Clerk Staff Areas | CPT | None | GWB/PLA | GWB/ACST |
| Counters, public side | QT/CT/TZO | WD/QT/CT | GWB/PLA/QT | GWB/ACST |
| Queuing & Waiting | QT/CT/TZO | WD/QT/CT | GWB/PLA/QT | GWB/ACST |
| Cashier, public side | QT/CT/TZO | WD/QT/CT | GWB/PLA/QT | GWB/ACST |
| Driver's License | QT/CT/TZO | WD/QT/CT | GWB/PLA/QT | GWB/ACST |
| Records Review | CPT/QT/CT | None | GWB | GWB/ACST |
| Records Storage | CONC/VCT | None | GWB/EXP | ACST/EXP |
| Evidence Storage | CONC/VCT | None | GWB/EXP | ACST/EXP |
| Copy/FAX/Mail | QT/CT/TZO | None | GWB/PLA | GBWB/ACST |
| Conference/Training | CPT/WD | WD | GWB/PLA/HWP | GWB/ACST |
| Staff Lounge | VTC/CT | None | GWB/PLA | GWB/ACST |
| Restrooms | VTC/QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| Office Storage | CONC/VCT | None | GWB/EXP | ACST/EXP |
| Multipurpose Rooms | CPT/QT/CT | None | GWB | GWB/ACST |
| 9. Prisoner Handling Facilities | | | | |
| Vehicular Sallyport | CONC | None | EXP | EXP |
| Holding Cells | Epoxy/VCT | None | Epoxy ** | Epoxy** |
| Security Vestibule | VCT/CT | None | Epoxy ** | Epoxy** |
| Staging & Prep. Area | VCT/CT | None | Epoxy ** | Epoxy** |
| Interview Rooms | VCT/CPT | None | Epoxy ** | Epoxy** |
| Enf. Personnel Area | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| Storage | CONC/VCT | None | GWB/EXP | ACST/EXP |
| Restroom/Locker/SHWR | VTC/QT/CT | QT/CT | QT/CT/GBW | GWB/ACST |
| 10. Court Security & Law Enforcement | | | | |
| Sheriff/Bailiff Rm. | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| Bailiff Storage | CONC/VCT | None | GWB/EXP | ACST/EXP |
| Security Control Rm. | | | | |
| Cont. Room Restroom | VTC/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| Security Storage | CONC/VCT | None | GWB/EXP | ACST/EXP |
| Entrances/Security Ck. | | | | |
| First Aid Room | VTC/CT | QT/CT | QT/CT/GWB | GWB/ACST |

TABLE 5-2 INTERIOR FINISHES - Continued

| <u>Functional Area</u> | <u>Floor</u> | <u>Wainscot*</u> | <u>Walls**</u> | <u>Ceilings</u> |
|---|--------------|------------------|----------------|-----------------|
| 11.Non-Court Affiliated Areas* | | | | |
| Friend of the Court | CPT | None | GWB/PLA | GWB/ACST |
| Supervisor Areas | CPT | None | GWB/PLA | GWB/ACST |
| Staff Areas | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| Counters, public side | CPT/CT/TZO | WD/QT/CT | GWB/PLA/QT | GWB/ACST |
| File Storage | CONC/VCT | None | GWB/EXP | ACST/EXP |
| Copy/FAX/Mail | CPT/VTC/CT | None | GWB/PLA | GWB/ACST |
| Conference/Training | CPT | None | GWB/PLA | GWB/ACST |
| Office Storage | CONC/VCT | None | GWB/EXP | ACST/EXP |
| 12.Court Affiliated and Support* | | | | |
| Staff Director | CPT | None | GWB/PLA | GWB/ACST |
| Professional Staff | CPT | None | GWB/PLA | GWB/ACST |
| Support Staff | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| SCIF | CPT | None | GWB/PLA | GWB/ACST |
| Public Queuing/Wait | CPT/CT/TZO | WD/CT | GWB/PLA/QT | GWB/ACST |
| File Storage | CPT/VTC/CT | None | GWB/PLA | GWB/ACST |
| Copy/FAX/Mail | CPT/VTC/CT | None | GWB/PLA | GWB/ACST |
| Conference/Training | CPT | None | GWB/PLA | GWB/ACST |
| Office Storage | CONC/VCT | None | GWB/EXP | ACST/EXP |
| Coffee Station | CPT/CT | None | GWB/PLA | GWB/ACST |
| Staff Break Areas | VTC/CT | None | QT/CT/GWB | GWB/ACST |
| 13.Facility Support Areas | | | | |
| Superintendent/Mgr. | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| Facility Engineer | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| Mech/Maint Svrs | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| Admin. Support Areas | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| Central Mail Room | CT/VCT | None | GWB/PLA | GWB/ACST |
| Allied Trades Areas | CONC | None | EXP EXP | |
| Technical Library | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| File Storage Area | CONC/VCT | None | GWB/EXP | ACST/EXP |
| Office Storage Area | CONC/VCT | None | GWB/EXP | ACST/EXP |
| Copy/FAX/Mail | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| Waiting Area | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| Break Area | CT/VCT | None | GWB/PLA | GWB/ACST |
| Restroom/Locker/SHWR | VTC/CT | CT | QT/CT/GWB | GWB/ACST |
| Loading Dock | CONC | None | EXP EXP | |
| Receiving/Shipping | CONC | None | EXP EXP | |
| Facility/Trades Stor. | CONC | None | EXP EXP | |
| Ground Spt.Equip.Stor | CONC | None | EXP EXP | |
| Hazardous Mat.Storage | CONC | None | EXP EXP | |
| Flammable Mat.Storage | CONC | None | EXP EXP | |
| Controlled Waste Storage | CONC | None | EXP EXP | |

TABLE 5-2 INTERIOR FINISHES - Continued

| <u>Functional Area</u> | <u>Floor</u> | <u>Wainscot*</u> | <u>Walls**</u> | <u>Ceilings</u> |
|------------------------|--------------|------------------|----------------|-----------------|
| 14.Common Use Areas | | | | |
| Restrooms | QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| Public Vending/Lounge | QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| Public Telephone | CPT/QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| 15.Factored Areas | | | | |
| Mech/Elect/ADP/Tele | CONC | None | EXP EXP | |
| Circulation-Public | CPT/QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| Circulation-Staff | CPT/QT/CT | QT/CT | QT/CT/GWB | GWB/ACST |
| Circulation-Secure | CPT/CT/VCT | None | GWB/PLA | GWB/ACST |
| Circulation-Stairs | CT/VCT | None | CONC/ | EXP GWB/ACST |
| Facility Maint/Stor | CONC/VCT | None | EXP EXP | |

NOTES

* Chair rails may be used with or without wainscot in areas authorized wainscot.

** Walls and Ceilings shall be concrete block, reinforced concrete, or pre-fabricated concrete or steel construction. Ceilings over 10 feet in height may be vandal resistant wall board.

KEYS TO ABBREVIATIONS

ACST - Acoustical suspended tile, two feet by two feet (2' X 2') tiles, premium grade.

CPT - Carpet. See Paragraph 5-8E.

VCT - Vinyl or other Synthetic Composition Tile (thickness 3/16" or less) on monolithic concrete finish.

CT - Ceramic Tile (Thick or thin in set) and ceramic or stone threshold.

QT - Quarry Tile or Cut Stone.

WD - Wood

TZO – Terrazzo

EXP - Exposed construction, painted. Concrete Block or Concrete shall be painted with latex enamel as per manufacturer's recommendations. For metals, one (1) coat of paint is authorized for corrosion protection of exposed ungalvanized metal only; touch up of factory prime coat is authorized on ungalvanized metal not exposed to public view.

GSU - Glazed Structural Units (without cove on base units defined as prefaced concrete masonry unit, Federal Specification 8SS-C-621b, (Form B).

PLAS - Plaster, painted enamel, latex or equivalent cost paint.

RB - Resilient Base.

GWB - Gypsum WallBoard, painted enamel, latex, or equivalent cost paint. Vinyl wall covering allowed in offices, circulation, and meeting areas (including courtrooms).

PLP - Plywood Paneling.

HWP – Hardwood Paneling

CONC - Clear or Light Colored Liquid Hardener/sealer over exposed concrete. Concrete with a chemical/acid resistant urethane finish is authorized instead of a liquid hardener/sealer.

Epoxy - Epoxy Base Paint (coating should not exceed two (2) application system).

(6) **Murals and Permanent Artwork:** Any proposed mural and/or permanent artwork must be tendered by the Project Development Board (PDB) to the AOC General Manager of Facilities for his/her approval, denial, or modification. Proposals shall be submitted in full color with complete detail. Approved or Approved as Modified murals and/or permanent artwork shall be installed at no expense to the Court of Justice.

5-12 Casework and Other Finished Carpentry

A. General: All casework and finished carpentry in Court of Justice facilities shall be constructed with furniture quality materials, workmanship, design, and durability.

B. Design: All casework and finished carpentry shall be designed so as to not allow any crevasses, inside cornering, etc. that would allow dust or grime to accumulate. No square or sharp corners, which might injure a passerby, are allowed. Casework shall be functional and shall provide provisions as detailed in Chapter 4.

C. Fabrication: Casework shall be prefabricated, prefinished components assembled to meet ASWI Furniture Quality and Finish Standards.

D. Hardwood Surfaces other than Casework and Finished Carpentry (e.g., chair rails and crown molding): Shall be designed, fabricated and finished to furniture grade with the following provisions:

- Fitted to seamless or near seamless joints and fits
- Free of any obvious blemishes (e.g., nail patches, roughness, etc.)
- Stained/sealed the appropriate color, in a dust-free environment that matches Prefinished Casework Coating, and
- Coated with polyurethane or clear lacquer finish in a dust-free environment that matches Prefinished Casework Coating.

E. Non-Reflective Surfaces: Non-reflective surfaces may be laminated or formed materials. The use of laminated material to casework edges and on casework edges is prohibited.

5-13 Pews (Casework)

A. General: Pews shall be used for Courtroom public seating and shall be considered as "Casework" and provided as part of new construction. Seating (construction casework): Premium quality hardwood pew seating as described below, without seat cushioning, is authorized for spectator areas. Pew seating shall complement the other casework within the courtroom. The AOC General Manager of Facilities reserves the right to reject pew seating not of sufficient quality or because of unacceptable appearance. Seating, which has mechanical provisions (fold-up, particularly) is not allowed.

B. Pew Seating:

(1) Pew Seat

- ¾-inch (finished minimum) hardwood or
- 5 ply lamination made up of high density flake board (HDF) core.
 - Core shall be cross banded on both sides with 1/8" thick hardboard.
 - Followed with a face veneer of oak on the face side.
 - A composition material on the under side of seat.
- Seat shall finish 15/16" thickness throughout.
- Seat shall be formed to body contour.

(2) Pew Back

- ¾-inch (finished minimum) hardwood or
- 5 ply lamination made up of high density flake board (HDF) core.
 - Shall be 5 ply lamination made up of HDF core.
 - Core Shall be cross banded on both sides with 1/8" thick hardboard.
 - Followed with oak face veneer on both sides.
- Back shall be 7/8" finished thickness throughout.
- Cap shall be jointed to the back edge by tongue and groove joint without nails.

(3) Pew Ends, if required

- ¾-inch (finished minimum) hardwood or
- Shall be 8 ply lamination made up of HDF core (6 ply).
 - Followed on both sides with 1/28" thick oak face veneer.
 - Finish with solid stock.

(4) Supports

- Hardwood or
- Shall be HDF core with veneer on two (2) faces.
- Use ½" solid stock banding.
- Finish with 1 ½" thickness.
- Maximum distance of centers shall be 4' 6".

C. Solid Stock:

- Shall be premium grade.
- Kiln-dried to moisture content of 6% - 8%.
- Plain sawn red oak or other hardwood as specified.
- Free of any defects, knots, checks or burls.

D. Veneers, if used:

- Shall be premium grade.
- Plain sliced red oak applied under heat and pressure.

E. Millwork:

- All flat surfaces shall be finely machined.
- Sanded to leave a smooth even surface with no planer marks, ripples or fuzz.
- All molding to be hand sanded.

F. Finishes:

- All exposed surfaces shall be hand wiped with oil based stain to match color selected, to give deep penetration of wood and uniform tone.
- Stain shall be followed by two coats of catalytic conversion type lacquer.
- One sanding (minimum) between coats.

G. Assembly:

- Entire back and seat to be housed on routing in pen end.
- Driven up tight with hardwood wedges.
- Screwed firmly with No. 12 screws of proper length.
- Backs to be rigidly screwed firmly to pew ends.
- No nails permitted except on molds to cover wedges.
- Screws into pew ends and seats.
- Upholstered seat and back shall be housed in solid stock enclosure bracket.
- Enclosure bracket shall in turn be housed into the pew end.
- Upholstery is permanently attached with galvanized staples.

H. Interval: Pew seating shall be designed and installed with the State Building Code, but shall spaced a minimum of distance or 38 inches but no more than a maximum of 40 inches apart.

I. Center Isles: Minimum five feet wide but no more than seven feet wide.

J. End Isles, if necessary: shall be a minimum of four feet wide, but no more than five feet wide.

K. After Installation Service: Agreement shall be to replace or repair any or all defective parts in material or workmanship.

L. Warranty shall cover pews against defects in material and workmanship for a period of 25 years for all wood parts. A 15 years warranty is required for any specified foam and/or fabric.

M. Manufacturer Experience: Manufacture shall have not less than 15 years experience in manufacturing of pew furnishings.

5-14 Specialties: All of the following items may be included in the project and are authorized State support.

A. Toilet Partitions should be Stainless Steel or Steel with a baked enamel finish or plastic laminate, for durability.

B. Attached Individual Mirrors as large as 24" x 36" may be used over each lavatory or

C. Drop-In Sinks in counters with full-length mirrors may be used.

D. Restroom Dispensers (stainless steel) for towels, toilet paper, soap, and sanitary napkins, etc., may be surface mounted or recessed.

E. Diaper Changing Stations may be provided in all public restrooms.

F. Signs: Signs may be made out of aluminum, steel, plastic or materials of equivalent or less cost. All signage shall be in English text. International Symbols (for Exits, Restrooms, etc.) shall be used as appropriate to allow non-English speaking Judicial System participants to navigate and egress from throughout the facility and to identify necessary areas, as telephones and restrooms. ADA compliant signage shall be used as required or as advised by the AOC General Manager of Facilities.

(1) Project Sign During Construction indicating State and Local participation shall be provided. As a minimum, except for the completion date, enter items, in order listed in paragraph (3) below titled "Dedication Panel". Additional information (e.g., a graphic representation of the facility, addresses of A-E and CM and/or GC) may be added as approved by the General Manager of Facilities or his or her designee.

(2) Exterior Building Mounted Sign will consist of the name of the facility shall be prominently displayed. Letters not exceeding twelve inches (12") in height may be provided. Each sole use portion of the building may be identified with smaller six inches (6") lettering; i.e., "District Court", Circuit Court" "Court Clerk", etc. Additionally, signs directing the public to Public Parking Areas shall be included if necessary. Detached sign(s) with letters not to exceed 12-inches in height may be included when the building sign(s) are not viewable from the main thoroughfare(s).

(3) Dedication Panel: The dedication panel or plaque shall be metal and shall measure no less than 24" by 36" but no more than 36" by 48". Deviations from the above detailed sizing requirements shall be tender to and approved by the AOC General Manager of Facilities. The plaque may be metal or stone and shall contain the following:

- The seal of the Commonwealth of Kentucky Court of Justice Seal (different from the Commonwealth of Kentucky seal). Please see following example of the seal.



Figure 5-1: Court of Justice Seal.

- Immediately below the Seal, the name of the Chief Justice of the Supreme Court.
- Below the Chief Justice's name, in prominent lettering, the name of the facility.
- Below the facility name, the year of dedication (e.g., 2008).
- Local members of the General Assembly.

- The names and titles of the persons who are serving and have served on the local governing body during the development of the facility (e.g., Virginia County Fiscal Court, with elected members listed below).
- The names and titles of the persons who are serving and have served on the Project Development Board (Note the Board Chairperson).
 - The County Judge Executive, Mayor, etc. (Elected Official representing the Owner)
 - The Chairperson of the County Fiscal Court or a current sitting member of the County Fiscal Court as his or her designee.
 - The County's most senior (by local term) Circuit Court Judge.
 - The County's Circuit Court Clerk.
 - The Director of the Administrative Office of the Courts or his or her designee.
 - The President of the County Bar Association.
 - The (AOC) General Manager of Facilities or his or her designee.
- Administrative Office of the Courts: List the AOC Director, The AOC Deputy Director, and the AOC General Manager of Facilities. Should the AOC Deputy Director and/or the General Manager of Facilities' names are listed with the Project Development Board, his or her name(s) may be omitted from this section of the plaque.
- The title and home city of record of the Architectural-Engineering Firm,
- The title and home city of record of the Prime Construction Contractor or the Construction Management Firm.
- Optional: Statement of historical significance of site.

IMPORTANT: Have more than one person, check and recheck spelling prior to plaque manufacturer!!!

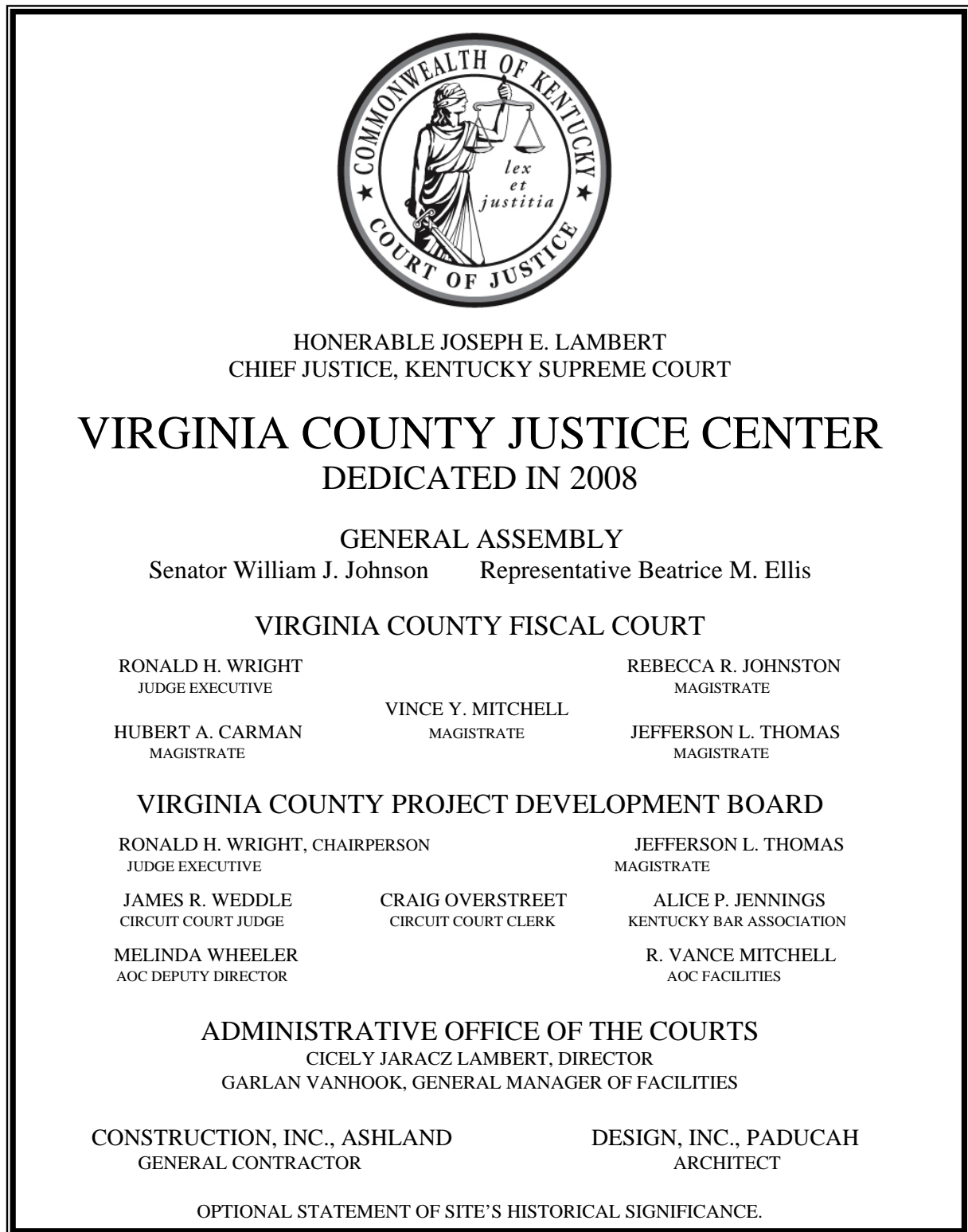


Figure 5-2: Dedication Panel Example.

(4) Interior Signs:

- a. All rooms shall be identified by room number (numbering system to be created by Designer), as minimum.
- b. Signage shall be ADA compliant.
- c. Permanent signage shall be provided for all major functional areas (e.g., Courtrooms, Circuit Court Clerk Areas, Rest Rooms, Judicial Chambers Areas, Attorney Client Rooms, Pretrial Services, Court Designated Worker, etc.).
- d. Any other signage, which contain names of judicial officials, shall be easily changed, such as a standard sized insert into a frame device (e.g., Circuit Court Judge James E. Weddle).

G. Advisory Boards,

(1) Location Advisory Boards listing the occupants and locations of the facility shall be provided in the area immediately viewable upon entering the facility (inside the security check) and near the "entry area" of each floor. These advisory board shall list major areas (e.g., courtrooms, etc.), functions (e.g., Circuit Court Clerk, etc., and facility occupants (e.g., Circuit Court Clerk James E. Weddle, etc.) These advisory boards shall match or complement the aesthetics of the facility interior and the text of the advisory boards shall have the capability to be readily changed.

(2) Event Advisory Boards: Court Facilities with less than six (6) Courtrooms and Hearing Rooms, shall be equipped with an advisory board immediately viewable upon entering facility (inside of security check). This advisory board shall identify near the Main Entrance of facilities with six (6) or more Courtrooms may be provided. These advisory boards shall match or complement the aesthetics of the facility interior and the text of the advisory boards shall have the capability to be readily changed on a daily basis.

(3) Electronic Display Event Advisory Boards: Court Facilities with six (6) or more Courtrooms and Hearing Rooms, shall be equipped with an electronic advisory board immediately viewable upon entering facility (inside of security check). This advisory board shall identify major events, which are scheduled or are in progress near the Main Entrance may be provided. These advisory boards shall match or complement the aesthetics of the facility interior. These advisory boards shall be programmable with a standard personal computer and shall be provided access to the facility's "network".

H. Display Case: A lockable and illuminated built-in display case or provisions for such a display case is authorized in lobbies and other high visibility areas, if space exists for such provision.

I. A Security Key Cabinet for the building may be provided from construction funds. The cabinet may be located in the Security Personnel Area securely attached to the floor by means of four (4) 3/8 inch anchor bolts.

J. Venetian Blinds and Drapery shall be provided in Courtrooms, Hearing Rooms, work areas, offices, and Conference Rooms with windows. Venetian Blinds shall be standard size or one inch (1") horizontal or vertical slat. In addition to the blinds, blackout shades on manually operable rods shall be provided in Courtrooms, Hearing Rooms, and Conference Rooms with windows. If necessitated by design, drapery shall be provided for all exterior windows if blinds are not provided. Motorized blinds or drapery may be authorized on a case by case basis by the AOC General Manager of Facilities.

5-15 Guarantees

Guarantees (warranty) for the entire project (with the exception of the roof) may be a minimum one (1) year with two (2) years as a maximum with an unconditional no cost to the owner guarantee clause.

5-16 Portable Equipment

Portable equipment such as desks, chairs, tables, stools, map cases, fire extinguishers, coat of arms, state seal, memorial plaques and finished floor entrance door mats, etc., may be supported by State construction funds.

5-17 Skylights

A. General: A limited amount of skylights may be considered. Where high walls exist, it would be preferred to install windows instead of skylights to provide adequate natural light. Some areas where skylights may be beneficial would be in lobbies, storage areas, and interior windowless areas where natural light may be advantageous and artificial light may be reduced or eliminated during daytime hours.

B. Curbing and Flashing: Skylights shall be curbed and thoroughly flashed to the Roofing System. Skylights shall meet the performance standards for the Roofing System as described above.

5-18 Fire Protection

A. Exterior: Sites for Court of Justice facilities will normally have all utility lines, including a water main of adequate size to provide fire protection, available adjacent to the site. Except in cases of conflict with state or local requirements, exterior fire protection should be in conformance with NFPA requirements. Where the facility is to be built in a community served by municipal or private water systems and fire fighting forces, fire hydrants and a water main may be provided to ensure that two (2) fire hydrants (including existing) are within 400 feet of the building (additional hydrants may be authorized if required by an applicable state code). Extension of water mains for fire protection is limited to the shortest length from the existing main required to locate the hydrants within 400 feet (but not less than fifty feet (50')) of the building with no more than 100 feet of pipe located outside the project property.

B. Interior:

(1) General: The entire building shall be equipped with a fire sprinkler system, preferably a dry pipe system.

(2) Alarm Systems: A manual alarm system should be provided, with a connection to the supporting fire fighting unit. Automatic detection and alarm systems are also required for notification to fire fighting unit.

(3) Fire Extinguisher/Cabinets: Fire extinguishers are classified as portable equipment and should not be included in the construction contract. However, built in cabinets (recessed where they might constitute an obstruction in a means of egress) shall be provided.

(4) Emergency Egress Lighting: Means of egress emergency lighting should be as defined by NFPA, State, or Local Code or regulation, whichever is more stringent.

(5) Exit Signs: Either lighted or unlighted exit signs may be provided in accordance with most the stringent Federal, State or Local applicable codes.

(6) Sprinkler Protection: Sprinkler systems for Court of Justice facilities are required.

(a) Additional measures to be considered include (but not limited to) separation of various occupancies, increasing ceiling heights, and installation of fire rated ceiling assemblies.

(b) Special consideration in the selection and design of sprinkler systems shall be given to protection of any and all water filled lines from freezing environments. No water filled piping shall be installed in non-heated areas or areas with direct ventilation to the exterior environment.

(c) All areas that have a finished ceiling shall be equipped with retractable fire sprinkler heads.

(7) Analysis: An analysis should be developed prior to finalizing design decisions, to include as a minimum the following:

(a) Applicable code(s).

(b) Type of occupancy.

(c) Type of construction.

(d) Location of fire rated walls, doors, dampers, and enclosures for hazardous areas.

(e) Exit travel distance.

(f) Occupant load/exit unit widths.

(g) Special protection (separation, ceilings, automatic detection and alarms, sprinkler protection, etc.).

5-19 Security:

A. General: Facility-related security provisions are divided into two categories; active and passive. Active measures include electronic devices such as audio and video monitoring, communications, metal detectors, door and window status monitoring, etc. Intrusion Detection Systems (IDS) and Internal Security Systems (ISS) are active provisions. Passive measures are the design and layout of the primary and supporting facilities such as; the design of entrances to prevent vehicular access, division of areas within the building, security check areas, armor protection for court officers, etc.

B. Active Security Provisions: please see Chapter 7, Electrical

C. Passive Security Provisions

(1) Exterior: The building shall be designed and constructed to minimize the damage potential to explosive devices. Provisions that minimize effects of explosives include, but are not limited to:

- Raising building structure from street level and using a retaining wall, between parking/roadways and the building. The retaining wall must be at least four feet (4'-0") tall to deflect blasts upward and away from buildings.
- Maintaining a distance between the building and public parking. No public parking is permitted below court facilities.

(2) Entrances and Exits: There are four (4) basic types of Entrance/Exits at a court facility: Public, Staff, Prisoner, and emergency. **No entrance shall be configured to allow vehicular access (breaching).**

- Public entrances are secured and monitored by security personnel who operate metal detectors and, if authorized, x-ray machines. Passive security provisions for security personnel shall include a means in which they can shield themselves from gunfire. These provisions may include armor built-in to cabinetry and or ballistic-resistant glass (polycarbonate) shield(s) from the exterior of the building.
- Staff, prisoner, and emergency entrance/exits shall be built sufficiently strong to resist forcible opening of the doors.

(3) Courtrooms: Steel anti-ballistic armor, capable of stopping a 7.62mm high velocity rifle projectile fired at close range, installed behind the finished front of the bench is required. Armor shall be 3/8" AR500 steel armor, or approved equal shall be provided as described in Chapter 4.

(4) Elected Officials (Judge's Chambers and Clerk's Offices) Office Areas: If an Elected Official's personal work area may be targeted within 300 meters through a window, the window shall be provided a layer of ballistic-resistant glass (polycarbonate). Usually this panel of glazing is mounted inside the building's window in a manner such to allow cleaning. This mounting may include necessary hinging.

D. Intrusion Prevention: The following provision shall be taken to minimize unauthorized intrusion into Court Facilities.

(1) Doors must provide a degree of security comparable to that provided by the walls of the basic structure.

(2) Door Hinge Mounting Screws are not exposed to the exterior of the facility. If screws are exposed, they will be spot welded, covered, or filled with material in a way to prevent easy removal. Nails will not be used to mount hinges.

(3) Exposed Door Hinge Pins to the exterior of the facility are of a design or modified to prevent easy removal.

(4) Doors to the Exterior locked from the inside are secured with a dead bolt locking device, crossbar, or similar locking device resistant to jimmying and manipulation from the outside as opposed to a latch style door lock.

(5) Operable Windows, if existing or authorized as Exception to Criteria shall have individual locking devices.

(6) First Floor Openings, except doors, in excess of 96 square inches (619.4 square centimeters) that are located less than 12 feet (3.7 meters) from the ground level shall be designed and constructed as "Intrusion Resistant" in a way to preclude easy removal.

(7) Doors Secured from the Outside have locking devices with heavy duty tumbler-type, key operated locks and/or electronic locks.

Chapter 6. Mechanical

6-1 Mechanical

A. General

(1) For selected projects identified by the AOC: To ensure single source responsibility, maximize HVAC system performance, lower total cost of ownership, and reduce long term maintenance of HVAC systems, the equipment manufacturer shall provide the following:

- a. Facility Management System (FMS)
- b. HVAC equipment with factory mounted DDC controls
- c. Completely flushed HVAC hydronic system (when required)
- d. 1st Year startup and labor warranty
- e. Three (3) Year HVAC Maintenance & Repair Service Agreement (may bid as alternate)
- f. Two (2) Year HVAC Renewable Maintenance Agreement
- g. Five (5) Year Parts Warranty Covering Major HVAC Equipment
- h. Water Treatment (Where Applicable)
- i. Ensure Factory Startup of Boilers and Cooling Towers (Where Applicable)
- j. Guaranteed building energy efficiency performance to specification.
- k. Guaranteed building indoor air quality performance to specification.

(2) Approved Systems:

- a. The COJ is standardizing the systems and equipment in its facilities for efficiency in operations, maintenance, and repairs.
- b. Systems and equipment from the following manufacturers are approved for use in COJ projects.
 - Trane
 - Johnson Controls (York)
 - Carrier
- c. Other systems must be submitted to the AOC for review, approval, or disapproval by the AOC Department of Facilities prior to incorporation into design documents.

(3) Facility Management System: The Mechanical systems shall be integrated into a Facility Management System as described in Chapter 1, Technology Considerations and Paragraph 6-2 below.

(4) ASHRAE Compliance: Mechanical systems should be selected and designed in accordance with the provisions of the American Society of Heating, Refrigerating and Air Conditioning Engineer (ASHRAE) Guide and Data Book, except as modified, herein. Constant velocity systems are not desired, due to their high energy consumption. Designers should make special efforts to exceed energy efficiency standard as stated in the most recent ASHRAE Standard (ASHRAE Standard 90 1-2004 at this writing).

(5) Part-Time Occupied Areas: Areas scheduled for only part-time occupancy should be separated from those areas, which are normally occupied full-time, to the maximum practical extent.

(6) Mechanical Rooms: Mechanical rooms should be conveniently accessed from the exterior of the building either through secured and alarmed doorways at ground level or through openings on higher floors with integrated equipment lift devices.

(7) Piping:

- a. Painting: All exposed steel piping shall be painted with epoxy or oil based latex paint.
- b. For identification purposes, all piping shall be labeled with flow direction and contents.

(8) Sound and Vibration: Care should be taken to select HVAC equipment which does not create objectionable noise in courtrooms and other areas. Noise generated by HVAC equipment and components shall be isolated from all courtrooms, offices, and work areas. The designer should emphasize sound attenuation at the source (fans, compressors, heaters). Take advantage of new fan and compressor technology. Locate mechanical rooms and mechanical equipment away from occupants. Seal all penetrations in mechanical room. No compressorized equipment shall be installed above drop ceilings. Pay extra attention to low frequency sound that can create vibrations. Utilize round or flat oval duct when possible. Perforated double wall duct also available for sound sensitive areas. Incorporate duct lagging with fiberglass and drywall casings around ducts where breakout noise is objectionable. Use static pressure reset in VAV systems. Size ducts, grills, registers, and diffusers at low face velocities. Typical HVAC noise shall be dampened or insulated sufficiently so as to not cause any distractions for Judicial or administrative functions. Background noise has balanced contributions from all parts of sound spectrum, no audible tones such as a hum or whine, and no fluctuations in level such as throbbing or pulsing. Refer to 2003 ASHRAE Handbook Chapter 47 Sound and Vibration Control, Acoustics in Air Conditioning Applications Engineering Manual by Trane, and A Practical Guide to Noise and Vibration Control for HVAC Systems by Mark E. Schaffer.

B. Stacking Order: From the top (immediately under upper floor decking) to bottom (above ceiling) the following order of stacking applies.

- 1. Fire suppression (sprinkler system piping): Top.
- 2. Domestic water distribution: Second from Top.
- 3. HVAC Distribution: Third from Top.
- 4. Electrical, Telecommunications, Data: Bottom

C. Air Distribution:

(1) General: Ductwork for heating, cooling and exhaust should be installed over-head (not underground) to minimize costs. Size for both performance and acoustics. Through-the-wall (using great care for aesthetics) exhaust fans can be an economical and practical means of minimizing ductwork.

(2) Remote Air Handling Units: All remote air handling units shall be designed and installed in such a manner that the unit can be serviced and removed (for repair or replacement) with minimal effort and minimal distraction to court or office areas. Piping, wiring, cabling, cable trays, etc. shall not be installed so as to prevent access or removal of unit. Take advantage of technology to attenuate at the source.

(3) Duct Work: All remote air handling units shall be designed and installed in such a manner that the unit can be serviced and removed (for repair or replacement) with minimal effort and minimal distraction to court or office areas. Piping, wiring, cabling, cable trays, etc. shall not be installed so as to prevent access or removal of unit. Take advantage of technology to attenuate at the source.

(4) Duct Work Layout: The Ductwork layout shall be arranged as simple and clean as possible. Diagonal runs of duct shall be avoided. Above corridor layouts for Duct Work is preferred.

(5) Wall Penetrations: Wall penetrations, particularly through rated assemblies, shall be held to a minimum number and size. Seal all appropriate wall penetrations.

(6) Air Handlers: Air handling units shall not be placed in courtroom or hearing room areas because of access and noise. Units shall be placed over corridors when possible and installed in such a manner that the unit can be serviced and removed (for repair or replacement) with minimal effort and minimal distraction to court or office areas. Take advantage of technology to attenuate at the source.

(7) Air Filtration: Air filters shall be installed as part of air return ductwork. Filter grilles to be hinged type, accessed without removing ceiling tiles. . Filter racks at air handler must be reasonably sealed and easily accessible.

D. Heating and Air Conditioning Equipment

(1) For projects where single source responsibility is not required, it is the intent of the Court of Justice to standardize major systems in new facilities to facilitate effective and cost efficient future maintenance and repair support. Equipment from the manufacturers listed below have proven track-records for factory support and existing vendor expertise and availability. Proposals for may tendered to the AOC Department for Court Facilities for consideration. Such systems must be for equipment compatible with approved systems (as follows) and fully supportable with local service vendors and parts suppliers.

(2) Approved Equipment

a. Water-Source Heat Pump Systems shall be manufactured by:

- o Climate Master
- o Florida Heatpump
- o McQuay
- o Trane

b. Rooftop Variable Air Volume (VAV) systems shall be manufactured by:

- o Carrier
- o McQuay
- o Trane
- o York

- c. Chillers shall be manufactured by:
 - Carrier
 - McQuay
 - Trane
 - York
- d. Boilers shall be manufactured by:
 - Aerco
 - Clever Brooks
 - Precision
 - Thermal Solutions
 - Weil-McClain
- e. Air Handlers/Air Handling Systems shall be manufactured by:
 - Aaon
 - Carrier
 - McQuay
 - Trane
 - York
- f. Control (HVAC) and Power Management (Facility Management) System components shall be manufactured by:
 - Trane (see paragraph 6-2 below)
- g. Variable Refrigerant Volume (VRV) shall be manufactured by:
 - Mitsubishi
 - Daikin
- h. Cooling Towers, Closed Circuit Fluid Coolers
 - Baltimore Air Coil (BAC)
 - Imeco
 - Evapco
- i. Cooling Towers, Open Circuit Chillers
 - Baltimore Air Coil (BAC)
 - Marley
 - Evapco
 - Imeco
- i. Energy Recovery Units
 - Cook
 - Aaon
 - Nautica

(3) Fuel Selection/Type of System: The selection of the energy source for the heating system shall be based on a comparison of all energy sources available at the site. Where a choice between two or more options exists, a single fuel selected (Fuel oil, Natural Gas, LPG, or Electric) for a facility shall be based on a life cycle cost analysis, which is to be forwarded to the AOC General Manager of Facilities for his or her approval.

a. For fuel oil, natural gas, or electricity, the A-E is responsible for the preparation of a life-cycle cost analysis supporting the system type proposed along with comparative analysis of other available systems. A copy of this analysis shall be retained in the state project file.

b. Due to uncertain availability of fuels, the use of liquefied petroleum gas (LPG) is not encouraged. Selection should be based on a life cycle cost analysis; a copy of this analysis should be retained in the state's project file design.

c. AOC General Manager of Court Facilities must approve the use of electrical resistance or heat pumps. The use of electric resistance heating or heat pumps cannot be approved unless a life cycle cost analysis, establishing that this is the most cost-effective system available, and this analysis is to be retained in the state's project file. Careful placement of heat pumps must be considered to prevent objectionable noise to spaces and minimize distraction for servicing. Any request for the exceptions must be forwarded to the AOC General Manager of Facilities with complete detailed justification data. Proposals to use water-to-air heat pumps or air-to-air for certain warmer climatic areas, solar energy (including domestic water heaters), geothermal, etc., must be justified on the basis of life cycle cost studies of operating and maintenance costs as well as first cost of construction to determine the economics and feasibility of the proposed system over a system using a more conventional source of energy, such as oil, natural gas, or coal (the most economical conventional energy should be used as the basis for comparison). The comparative study/justification should address the differential in initial construction cost and in annual operating/maintenance costs for all fuels. Calculations should be in discounted dollars and should utilize documentable current local fuel cost, and certain escalation forecasts provided by the Legislative Research Commission or the Public Service Commission. When completed, the study/justification should be retained in the state's project file.

d. Hydronic systems – Care must be taken to properly flush mechanical hydronic system to minimize equipment malfunction. A visual inspection of the strainer must be performed at each hydronic unit before pumps are started up. If strainer is missing or clogged, reinstall clean strainer. Indicate clean strainer on startup report – see appendix.... Report is to be approved in writing by AOC prior startup. After satisfactory startup of pump system, facilitate visual inspection of strainers and clean and reinstall if required. Indicate on startup report and submit for AOC approval. Solids separators (in line or side steam) are encouraged in hydronic design to help minimize contaminant buildup.

e. Generally, surface mounted unit heaters should be used in the large storage areas, locker, toilet, kitchen, Ground Support Equipment areas, and flammable material storage where outside design temperature is twenty-five degrees Fahrenheit (25°F) or less. Dedicated heating systems are authorized in the previously mentioned areas when building heating system is found not to be the most economical system. Radiant under-floor heating is authorized if it has been shown to be effective in other facilities in the state. If the functional area is too small for a unit heater, the most economical method of heating is to be selected. If natural gas is selected as the primary fuel, the furnace or boiler should be equipped with dual type fuel burners and an interior oil pipe line extended from the furnace or boiler outside to the five foot (5') building line (but not including an oil storage tank) to facilitate possible future conversion to fuel oil as the energy source availability and economics dictates. If fuel oil is the primary source (equip with dual gas burners), an above or underground storage tank (with monitoring wells without monitoring equipment) may be installed. Pollution controls may be used when mandated by state laws/regulations.

f. Where steam or hot water boiler systems are used, water treatment systems are authorized State support. See above: (d) "hydronic systems" for further direction.

(4) Sizing: The system components should be selected to maintain an inside design temperature of sixty-eight degrees Fahrenheit (68°F) at an ambient outside temperature of zero degrees Fahrenheit (0°F). System shall also maintain design humidity. Use of heated make up air should be minimized to keep the mechanical equipment capacity to the minimal appropriate size.

(5) Petroleum-based Fuel Storage:

a. General: A thirty (30) day supply (greater storage capacity may be provided if economically justified) is authorized for the capacity of the storage tank for the fuel oil or LPG (when authorized) heating systems. Fuel storage facilities shall conform to all applicable state, and local vapor emission control and water pollution control (spill planning) regulations. If oil is selected, either an above or an underground fuel oil tanks is authorized and guidance is provided as follows:

b. Above ground tanks may be either single walled steel or single walled fiberglass reinforced plastic (if allowed by state/local codes) and should be designed and installed in accordance with the American Petroleum Institute and NFPA Code 30 & 30A and 40 CFR 112.7. Above ground tanks should be surrounded by a liquid-tight dike equipped with a drain sump, drain pipe, locked-type gate valve, and minimum of two tank grounds. All vegetation should be cleared from within the dike area.

c. Underground storage tanks, with concrete hold down pad and anchor straps, shall be designed and installed as required by the Federal Register 40 CFR Parts 280 and 281 dated September 23, 1988; NFPA Std 30, Chapter 2; and/or state/local codes whichever are more stringent; and, should only be double-walled of either fiber glass reinforced plastic or steel construction. The steel tank is to be the standard and the fiberglass bid as an additive alternate with the least costly selected. The steel tank will be coated with either a coal tar or epoxy and shall be cathodically protected or coated with glass fiber-reinforced polyester resin. The tanks will be monitored between the outer and inner shells with a leak detection system (electronic, pressure, vacuum, or liquid monitoring that will indicate the presence of leaks) with an audible alarm and indicator lights. UST systems containing POL must meet release detection requirements as contained in 40 CFR 280.41, 280.43, 280.44. Underground piping will be steel or nonmetallic. Steel piping will be cathodically protected. Steel piping and fittings will be primed and protected with pressure-sensitive organic plastic tape or coated with the same material used to coat the tank. Double walled piping may be used. Piping must meet release detection requirements as contained in 40 CFR 280.44. A fifteen foot by thirty foot (15' X 30') rigid concrete pad(s) (See Figure for other requirements) poured directly on the compacted sub grade should be provided for service and fuel delivery truck operations.

d. All fixed fuel storage facilities should be marked for identification of liquid petroleum products in accordance state law.

e. All loading points should be equipped with bonding and grounding equipment.

f. All electrical equipment should be installed in accordance with state codes.

g. All valve and equipment pits should be equipped with watertight covers.

h. Storage tank fill lines shall be equipped with a 100-mesh (or finer) corrosion resistant screen.

i. All ground rods should be marked and identified in accordance with state law or regulations.

- j. "No Smoking within 50 Feet" signs should be permanently displayed near all petroleum handling and storage areas.
- k. The location and arrangement of parking pads for fuel tanker vehicles should consider safety and security and should provide for dispersion and a safe escape path to permit rapid removal of vehicles in an emergency.
- l. Ensure contractor/installer provides all components and documentation for tank installation such as gauge stick, charts and operations manuals for all monitoring systems.

(6) Ground Support Equipment Areas: Tempered make-up air may be used.

E. Air Conditioning:

(1) General: High-efficiency, variable air velocity (VAV) mechanical air conditioning, hydronic heat pumps, variable refrigerant volume systems (VRV), or evaporative cooling shall be provided in all interior areas. Spaces to be air-conditioned will be consolidated to the maximum extent feasible. Separate systems should be provided for administrative space, which are to be occupied full-time, or part-time. Centralized systems (factory fabricated unitary equipment) should be used to the maximum extent practical, but small spaces, which must be remotely located from the majority of air-conditioned space, may be served by small auxiliary units. The total number of units should be held to a minimum, consistent with cost, energy savings, and occupancy. Areas not to be air conditioned or evaporative cooled include, ground support equipment areas, unheated storage areas, flammable storage areas, and hazardous material storage areas.

(2) Sizing: The system components should be sized to maintain an indoor design temperature of seventy two degrees Fahrenheit (72°F) for ambient outside temperatures based on both the 0.4% Dry Bulb / Mean Coincident Wet Bulb temperature and Dewpoint temperature for the project location. System shall also maintain design humidity. Humidity range is 40-60 percent RH. Designers should additionally consider the impact of heat generated by data processing equipment when sizing a system.

(3) Types: The most efficient, longest-lasting, effectively maintainable, most practical system available system(s) shall be used. Also, any incentive programs, such as is offered by some utility providers, should be used, if available. The recommended system shall be supported by an analysis which includes, life-cycle costs, energy consumption costs, maintenance and repair costs, and costs for mechanical space within the facility.

(4) Treatment Systems: Where evaporative cooling or spray precooling system is used, State support of a treatment system is authorized, if recommended by the design professional.

(5) Freeze Resistance: All air conditioning systems shall be freeze proof to 0 Degrees F. and Freeze resistant to -20 Degrees F.

(6) Hydronic Systems: Care must be taken to properly flush mechanical hydronic system to minimize equipment malfunction. A visual inspection of the strainer must be performed at each hydronic unit before pumps are started up. If strainer is missing or clogged, reinstall clean strainer. Indicate clean strainer in place on startup report. Report is to be approved in writing by AOC prior startup. After

satisfactory pump system startup, facilitate visual inspection of strainers and clean and reinstall if required. Indicate on startup report and submit for AOC approval. Solids separators in line, or side steam, are encouraged in hydronic design to help minimize contaminant buildup.

F. Ventilation:

(1) ASHRAE Compliance: Mechanical ventilation systems should provide the minimum number of air changes recommended by the American Society of Heating, Refrigerating, and Air Conditioning Engineer (ASHRAE) Guide for the various functional areas. Units shall be placed over corridors when possible or on roofs and installed in such a manner that the unit can be serviced and removed (for repair or replacement) with minimal effort and minimal distraction to court or office areas..Take advantage of technology to attenuate at the source.

(2) Evidence Storage Rooms: Due to the nature of some hazardous materials and substances, evidence storage rooms shall have explosion proof features and be vented directly to outdoors. These rooms shall have negative pressure, in comparison to adjacent areas within the building.

(3) Other Areas: Functional areas not specifically covered in this publication should be designed to standards established for similar commercial areas. Natural (non mechanical) ventilation may be used in vaults, janitor's closet, maintenance/custodial, mechanical/electrical/telephone and flammable material storage areas (unless in direct conflict with state or local codes which would require a code certification). Door louvers should be used, wherever practical.

(4) Hydronic Systems: Care must be taken to properly flush mechanical hydronic system to minimize equipment malfunction. A visual inspection of the strainer must be performed at each hydronic unit before pumps are started up. If strainer is missing or clogged, reinstall clean strainer. Indicate clean strainer in place on startup report. Report is to be approved in writing by AOC prior startup. After satisfactory pump system startup, facilitate visual inspection of strainers and clean and reinstall if required. Indicate on startup report and submit for AOC approval. Solids separators in line, or side steam, are encouraged in hydronic design to help minimize contaminant buildup.

(5) Battery Rooms: In battery rooms a fan should be sized to meet American National Standards Institute standard 29.1-1971 which stipulates two (2) CFM/SF at floor level. An explosion proof fan is not necessary unless required by state code and must be interlocked with battery chargers to operate when chargers are turned on.

G. Vehicle Exhaust Systems (Sallyport & Ground Support Equipment Area):

(1) Sallyport: As a minimum install an (minimally sized) exhaust fan which "pulls" air from the vicinity of vehicle exhausts (at a low level, close to the floor) for three to five minutes after the sallyport (garage-type door) has been closed to evacuate vehicle exhaust fumes and to prevent the fumes from entering the building. (If a timed light is provided as part of the garage door opener, it may be used to power the small exhaust fan)

(2) Ground Support Equipment Area: If this area is authorized by the program documents, two vehicle exhaust systems shall be installed in this area. The first system is like the one described above for the Sallyport. The second system shall allow vehicles and equipment to be operated in the area, with the doors closed. This system shall be sized to evacuate exhaust from the largest vehicle/equipment serviced in the area.

H. Fly Fans: Fly fans may be used at all exterior doors, which open directly into the food

preparation/scullery areas.

I. Boilers: Generally a hot water boiler is more economical to operate than steam. Multiple heating boilers may be selected if efficiency, zoning, controls, system redundancy requirements, and cost analysis justified. Hi-efficient modular condensing boilers are also acceptable.

J. Acoustic Isolation for Geothermal Heat Pump Chiller/Pump Systems: Install packaged system inside sound proofed mechanical room. Multiple heat pump chillers may be selected if efficiency, zoning, controls, system redundancy requirements, and cost analysis justified. Heat pump chillers feed air handling equipment same as a boiler or chiller.

K. Water Treatment: Each hydronic system shall have chemical or non-chemical water treatment based on AOC, courthouse, and mechanical engineer preference. Water treatment servicer shall test water initially to provide benchmark, and submit timely reports with pH balance and water composition. Water treatment servicer must have at least five years prior experience and must provide contact information for at least five current customers for reference. Water treatment servicer shall be held accountable for any repairs or mechanical services caused by improperly treated water. Servicer must have an established local office within 120-miles of courthouse. Mechanical bid must have water treatment price included as line item. AOC reserves the right to end relationship with servicer with 30-days notice and is due the remainder of the water treatment agreement prorated from the line item amount.

L. HVAC Total Maintenance Service:

(1) General: Provide total maintenance agreement on all major pieces of mechanical equipment for 3 years after substantial completion. Mechanical equipment includes but is not limited to chillers, boilers, pumps, heat pumps, water treatment equipment, rooftops, heaters, and control components. Routine preventative maintenance is expected. Quarterly inspections and filter changes performed. Bi-annual startup/shutdown/calibration on major pieces of equipment, occurring at the beginning of cooling season and the beginning of heating season. All parts and labor charges during normal billing hours are included. The courthouse will not be billed any maintenance, repair, or other charges for the first 3 years of operation. Labor charges after normal business hours and holidays are exempt from this agreement and can be billed at the difference between hourly and overtime/holiday rate. A copy of a customized service task sheet with expected services is available for each courthouse. Task sheets must be submitted no more than 14 days after service performed to AOC representative via fax, mail, or email.

(2) Service Provider Qualifications and Bid: Service Provider must have an established local office within 100-miles of courthouse and provide 24 hour service for service calls. Servicer must have at least 8 technicians within a 120-mile radius of courthouse. Mechanical bid must have total maintenance agreement price included as line item.

(3) AOC Right to Terminate Agreement: The AOC reserves the right to end relationship with servicer with 30-days notice and is due the remainder of the total maintenance agreement prorated from the line item amount.

M. Service Agreement: Provide 2 year renewable service agreement to activate once 3-year total maintenance contract expires. A copy of a customized service task sheet with expected services is available for each courthouse. Task sheets must be submitted no more than 14 days after service performed to AOC representative. Servicer must have an established local office within 120-miles of courthouse and provide 24 hour service for service calls. Servicer must have at least 8 technicians within a 120-mile radius of courthouse. AOC reserves the right to end relationship with servicer with 30-days

notice and is due the remainder of the service agreement prorated amount.

N. Warranties: All major mechanical equipment should have a 5-year parts warranty after substantial completion. Mechanical equipment includes but is not limited to chillers, boilers, pumps, heat pumps, water treatment equipment, rooftops, heaters, and control components.

O. Startup Services: Detailed attention needed at startup of all mechanical equipment. This is critical for long life and reliable operation of mechanical equipment. AOC expects to work closely with mechanical engineer and installing/servicing contractor. Detailed task sheets shall be completed showing sequence of startup (including flushing the system and water treatment) and the initial and expected performance at each piece of mechanical equipment. Mechanical equipment includes but is not limited to chillers, boilers, pumps, heat pumps, water treatment equipment, rooftops, heaters, and control components

6-2 Facility Control (HVAC) and Power Management System (FMS)

A. General: Each facility shall be equipped with a Facility Management System (FMS) that monitors and controls the building's mechanical and electrical components, and environment. The AOC General Manager of Facilities reserves the right to specify make and model of any and all control and monitoring systems for the purpose of statewide standardization. All facilities management systems shall include any and all required software and hardware required for monitoring and control of system(s) at building site, AOC Facilities offices, or other remote locations as required by the AOC General Manager of Facilities. COJ facilities shall use Trane control systems (as stated in Paragraph 6-1D(2) or as approved by AOC.

B. Facilities without Superintendents: The FMS shall be provided with the following features, capabilities and functionality:

(1) Dedicated, unit mounted, Direct Digital Controllers (DDC) networked to a central network controller (CNC).

(2) Central Network Controllers will include:

- Local LCD touch pad interface
- Utilize BACnet TPC/IP protocol
- Ethernet LAN communication
- Password Protection

(3) Unit level DDC controllers will utilize LON or BACnet protocols

(4) Remote access to the FMS system will be via VPN LAN access or Internet access

(5) Optimal Start/Stop Equipment Scheduling

(6) Remote FMS text alarm notification via pager, email or cell phone text message.

(7) Central Network Controller location shall be in electrical closet or electrical room.

(8) Real time monitoring of building electrical consumption, building gas consumption and indoor space relative humidity and CO2 levels.

C. Facilities With Superintendents: The FMS shall be provided with the following features, capabilities and functionality:

- (1) Computer workstation with alarm printer and minimum 19" flat screen LCD monitor
- (2) Local and remote access to complete FMS system functionality utilizing Internet Explorer 6.0 or higher
- (3) Dedicated, unit mounted, Direct Digital Controllers (DDC) networked to a central network
- (4) Central network controllers (CNC) will include:
 - Local LCD touch pad interface
 - Utilize BACnet TPC/IP protocol
 - Ethernet LAN communication
 - Provide Password Protection
- (5) Unit level DDC controllers will utilize LON or BACnet protocols
- (6) Remote access to the FMS system will be via VPN LAN access or Internet Access
- (7) Remote FMS text alarm notification via pager, email or cell phone text message
- (8) Optimal Start/Stop Equipment Scheduling
- (9) Central Network Controller location shall be in electrical closet or electrical room.
- (10) Real time monitoring of building electrical consumption, building gas consumption and indoor space relative humidity and CO2 levels.

D. Facility Management System (FMS) Provider Responsibilities

(1) General: To ensure system performance, reduce rate of equipment failure, improve occupant comfort, increase equipment uptime and reduce total cost of ownership, the FMS system provider shall demonstrate and prove to the total satisfaction of the AOC General Manager, the following criteria.

(2) Energy Performance: The FMS provider shall document and guarantee building HVAC systems exceed minimum building electric and gas consumption benchmarks established by the design engineer and AOC.

(3) Indoor Air Quality: The FMS system shall document and guarantee indoor air quality metrics of average occupant CO2 levels below 900ppm and average % RH levels between 40% and 60%.

(4) Monthly reports validating Indoor Air Quality and Building Energy Efficiency standards shall be provided monthly.

6-3 Plumbing

A. Exterior:

(1) A minimum of four (4) frost-free hydrants shall be provided, one (1) hydrant for each exterior side wall of the building. Additional frost-free hydrants shall be installed adjacent to grounds area if necessary. Segregated, dedicated and additional hydrants or hook-up points shall be provided for automatic lawn/sprinkler systems.

(2) Dilution Basin: Authorized in accordance with applicable federal, state, and local environmental requirements and not through the building drain system (for this reason, special neutralization/dilution chambers in the drain lines are not normally necessary; however, where specifically required by a applicable code(s), such a device may be provided). A dilution basin shall be installed for any printing operation which uses "developing" solutions.

(3) Sewer/Storm Drain System: See Paragraph 2-2D.

(4) Water (potable): See paragraph 2-4D.

B. Interior: Plumbing systems/fixtures should incorporate water and energy saving devices. Fixtures in public areas should be provided with vandal resistant features.

(1) Water Coolers surface mounted: Minimum of two (2) per facility. Additional coolers should be provided as required by code. Water coolers shall be certified lead-free.

(2) Water Closets:

(a) Wall hung or floor mounted with flush valve are authorized and encouraged. Automatic flush valves are authorized for Public Area restrooms. Ease of maintenance and durability of the fixtures shall be examined in deciding on type of water closet to install.

(b) No restroom fixtures shall be installed on walls adjacent to Courtrooms or Hearing Rooms.

(3) Lavatories: Counter top or wall mounted lavatories may be provided in male or female toilets.

(4) Fixture Count:

a. AOC has not established limitations (either maximum or minimum) on the number of toilet fixtures to be provided. It is a function of the responsible designer to appropriately distribute the authorized space and the optimum number of fixtures to best serve the selected functional layout.

b. No restroom fixtures shall be installed on walls adjacent to Courtrooms or Hearing Rooms.

(5) ADA Considerations:

a. Minimum toilet facilities, per Rest Room, accessible to the handicapped is as follows:

- Male: One (1) water closet, one (1) urinal, one (1) lavatory, and one (1) mirror, and entrance door of appropriate size.
- Female: One (1) water closet, one (1) lavatory, and one (1) mirror and entrance door of appropriate size.

(a) One (1) handicapped accessible drinking fountain per floor or major group of functional areas.

(6) Restrooms: Restrooms shall be designed and constructed to minimize or eliminate flooding and water damage, especially to adjacent areas. With the exception to private restrooms (toilets) all restrooms shall be provided the following:

- a. Hose Bib, with secure and anti-vandalism control,
- b. Floor Drain(s) with minimally sloped floors to the drain location,
- c. Moisture proof construction at least six-feet above the floor, and
- d. Moisture resistant construction for upper walls and ceiling.

(7) Type Piping:

- a. Domestic water piping may be copper or plastic (if condensation from piping is a problem). All hot domestic water piping shall be insulated. Cold water in or near exterior walls or areas, which may experience freezing temperatures shall be insulated.
- b. Sanitary waste lines may be plastic (provided it is permitted by applicable code) or a pipe of equivalent cost. Except under the concrete floor slab, cast iron pipe may be used.
- c. Gas piping may be black iron, copper, plastic or other non-reactive material as permitted by applicable code.
- d. Storm drain line pipes may be plastic or pipe of equivalent cost.
- e. All domestic water piping and related components shall be protected from freezing from temperatures no less than –20 degrees F.

(8) Hot Water Heaters: Separate point-of-use water heaters may be used for low use areas such as kitchens, break areas, or for remotely located toilet areas instead of circulating pumps and piping.

(9) Piping Identification: For identification purposes, all piping shall be labeled.

6-4 Elevators

A. General: Three types of elevators may be authorized for facilities with greater than one floor. All elevator cabs shall be provided "protective blankets" and provisions for hanging the blankets inside the cabs.

B. Public elevator(s) shall be sized in accordance with State Code or other state/federal regulations for accessibility and shall be accessed only through public areas. These shall be finished to complement public circulation finishes. Floor finish shall not be carpet but shall be a durable, non-porous material.

C. Judicial Staff elevator(s) shall be sized in accordance with State Code or other state/federal regulations for accessibility and shall be accessed only through Judicial Staff areas. These shall be finished to complement Judicial Staff circulation finishes. Floor finish shall not be carpet but shall be a durable, non-porous material.

D. Secure Circulation Elevator(s): The elevator(s) that transport prisoners shall also be sized (hospital patient transport size minimum) for use as a freight (service) elevator if separate freight elevator is not programmed. These elevators shall have brushed stainless steel wall panels and checker plate metal floors. Additionally, these elevators shall contain security override provisions including keyed or electronic access and controls, audio/video monitoring, and continuous audio contact with the Security Control Station. All other controls to comply with State and Federal Regulations for accessibility shall be provided as required.

E. Freight (service) Elevators: If possible, provide at least one (1) freight-sized elevator for Urban-Metropolitan Court facilities. This elevator may double as a prisoner transport elevator. These elevators shall have brushed stainless steel wall panels and checker plate metal floors.

F. Elevator Design Considerations: All hydraulic elevators shall be holeless (shafts penetrating floor are prohibited) and shall not incorporate and any under-slab tubing or piping for hydraulic fluids or any other compressed gas or liquid.

6-5 Provisions for the Handicapped

State support for additional costs associated with providing features required for accessibility and usage by the handicapped is based on the Americans with Disabilities Act, unless a more stringent state requirement exists (a fact which would have to be documented by a "Certification of State Code Requirement" as discussed in Paragraph 1-5).

Chapter 7. Electrical

7-1 General

The electrical system(s) shall be integrated into, controlled and monitored by the Facility Management System described in Chapter 1, Technological Considerations.

7-2 Conduits, Raceways, and Backboxes

A. General: The designer shall design and specify an efficient and easily adaptable system of raceways (ladder-rack cable management system) and conduits for the facility.

B. Raceways (cable trays) or Conduit systems shall be installed above ceilings on plan South and plan West sides of corridors and open areas. All raceways and/or conduit shall be designed and installed in such a manner that the remote air handling units can be serviced and removed (for repair or replacement) with minimal effort. Piping, wiring, cabling, cable trays, etc. shall not be installed so as to prevent access or removal of remote air handling units.

C. Stacking Order: From the top (immediately under upper floor decking) to bottom (above ceiling) the following order of stacking applies.

- (1) Fire suppression (sprinkler system piping): Top.
- (2) Domestic water distribution: Second from Top.
- (3) HVAC Distribution: Third from Top.
- (4) Electrical, Telecommunications, Data: Bottom

D. Labeling: All conduits shall be labeled on all termination points adjacent to raceways and at an interval of no less than eight-feet in runs in open areas, such as in exposed areas and above suspended ceilings.

E. Conduits for extensions to in-room outlets shall terminate at the raceways, above the ceiling, no less than two-feet (2'-0"), but no greater than three-feet (3'-0") to the left of door openings, when possible. This allows a standard placement, which allows quick location of terminations and access without blocking circulation.

F. Conduit turns shall be long radius, if possible.

G. Pull Wires: All conduits shall be installed with a pull-wire.

H. Conduit Size Minimums: All conduits shall be sized for minimal expansion of service.

I. Distribution:

(1) General: This system shall incorporate access points in ceilings, walls, and floors to accommodate the adaptation or replacement of any and all components of the cabling plant from the point of all individual outlets (receptacles) to the central (initial) telecommunications/ADP room(s)

(2) Primary Cable Distribution throughout the facility shall be with Raceways (cable trays) or the Conduit installed above ceilings on plan South and plan West sides of corridors and open areas.

(3) Numbers of Outlets Requirements, please refer to Table 7-2.

J. Back Box Colors: All back boxes shall be (spray) painted so as to visually identify their contents as follows:

| | |
|-------------------------|--------|
| Fire Systems | RED |
| Power | YELLOW |
| Voice/Data | ORANGE |
| Security | BLUE |
| Courtroom Systems . . . | GREEN |

7-3 Centralized Equipment Locations

Electrical and electronic equipment should be consolidated and located in secure areas free from environmental extremes of temperature, dust, and humidity. These Electrical (and Mechanical) Rooms must have adequate ventilation to prevent heat build-up. All equipment must be grounded. Do not use functional area (office areas and circulation areas) walls, storage rooms, or maintenance/custodial areas. Where required, shallow closets may be provided. Possible future expansion and/or changes shall be considered when sizing and routing conduit.

7-4. Exterior Lighting

A. General: Lighting should be provided to illuminate sidewalks from parking areas to building, building entrances, parking areas, flag pole, and other areas if required for Safety and Security. Lighting should not be directed onto adjacent properties.

B. Type: High Pressure Sodium Vapor or Metal Halide. Vandal resistant lenses should be provided where appropriate.

C. Intensity: The minimum illumination intensity 0.2-foot candles (fc) (measured at the surface of the ground or pavement midway between light fixtures or at a point to be lighted farthest from the light fixture resulting in higher intensities at other points) should be provided. Existing outside lighting should be taken into account when computing illumination intensity. Care must be exercised to assure that areas being illuminated do not create undue glare on neighboring properties or glare hazard for aircraft, if located near an airport, heliport, or landing aircraft. Lighting, if approved by the AOC General Manager of Facilities, may be provided for aesthetic purposes. Illumination intensity for sallyport area (apron) should be manually boosted (switched) to 20 fc at 3-4 feet above finished grade.

D. Mounting: Building mounted fixtures should be used to the maximum practical extent. Aluminum or concrete pole mounted industrial fixtures may be used to support light fixtures in those locations which are beyond the effective range of fixtures mounted on the building or where building mounting would create significant problems due to glare falling on neighboring property not under the control of the Court of Justice. When pole mounted lights are placed in a parking area where vehicle damage could result, three-feet (3') high concrete pedestals shall be used to elevate the pole.

E. Control: In addition to standard manual controls, exterior lighting should be equipped with photoelectric cells and a time clock or electronic management control system for maximum adaptability to changing local circumstances and operating conditions.

7-5. Interior Lighting

A. Type Fixtures: With the exception of large open areas, where high pressure sodium or metal halide fixtures may be used, energy efficient fluorescent light fixtures and tubes (T8 with electronic ballast or more efficient) should be used throughout the facility (strip fixtures should be provided in areas such as Maintenance/ Custodial rooms, Closets, Mechanical room, Storage room, etc.). Fluorescent lighting may be used to supplement the sodium or halide system for night lighting and to provide immediate light response. Decorative lighting may be used with the consent of the AOC General Manager of Facilities. Direct lighting should be used in all areas. One tube size should be used to reduce requirements for stocking different size tubes. Consideration should be given to room shape, utilization and furnishings to attain the desired intensity.

B. Intensity: Intensity (foot-candles) at task level in the various functional areas should be:

| Illumination Levels | | |
|--|----------------|----------------------------|
| | <u>Minimum</u> | <u>Maximum</u> |
| Courtrooms and Hearing Rooms | | |
| Litigation Areas* | 70 | 100 True Color |
| Spectator Areas* | 50 | 70 |
| Administrative Areas | 70 | 100 |
| Conference Areas* | 70 | 100 True Color |
| Stairs, Halls and Corridors | 30 | 50 |
| Restrooms | 50 | 70 |
| Security Monitoring Room | 50 | 70 with Dimming Capability |
| Facilities Support Areas | 50 | 70 |
| Staff Support Areas | 50 | 70 |
| Storage Areas | 30 | 50 |
| Mechanical/Electrical Areas | 30 | 50 |
| * Lighting system must have dimming capability. Separate (dim light) systems may be used. (See following paragraph "Special Lighting") | | |

Table 7-1 Illumination Levels

C. Special Lighting:

(1) Emergency Egress Lighting: The use of dual-purpose fluorescent fixtures at appropriate locations (such as corridors, hallways, stairs, fire exit ways, etc.) as a means of egress should be considered as an alternative to dedicated battery pack emergency lighting units. Dual-purpose fixtures, which may be more economical and do not require special circuitry, incorporate battery back up units and continue to function during power outages. If only battery pack lights are used, they are to be hardwired (not plug-in).

(2) Instant Restrike (Light Source/Night) Lights in Circulation and Courtroom Areas: In addition to the HID light fixtures, an instant restrike light source, such as incandescent, fluorescent or an integral part quartz should be used to supplement the metal halide system and to provide immediate light response. The designer shall determine the most economical type light source to be provided for the project involved in order to ensure adequate light for life safety purposes.

(3) Self Illuminating Exit Signs: The use of approved self-illuminating exit signs are allowed in locations where NFPA 101 requires illuminated exit signs.

(4) Courtrooms, Conference rooms, and Hearing room lighting should be controlled from a point convenient to the speaker, as well as at the door. One (1) dimmer control located near Judge's Bench may be used for lighting fixtures. Please see Chapter 4 for specific control requirements.

(5) Security Control Rooms with video monitors shall have dimming lights.

(6) Loading Dock: Provide swing arm lamps for interior of trailer or truck cargo area illumination.

(7) Prisoner Handling Facilities: Provide recessed penal institutional type lighting in group and individual holding cells, security vestibule, staging and preparation area(s) and interview rooms.

(8) Evidence Storage Rooms: Due to the potential hazard caused by some evidence, these areas shall have explosion-proof fixtures and outlets.

7-6 Power/Wiring

A Interior:

(1) Distribution System: The interior electrical distribution system should be designed for the most organized, efficient and economical distribution of power, using the highest voltage consistent with the load served. The total base electrical capacity, which provides power to all building systems and occupants, must provide an overall total of 10 to 13 watts per square foot. Circuit panel boxes shall be sufficiently sized for all anticipated equipment requiring electrical power, including personal heaters at workstations. Circuit panel boxes shall have at least 30% spare circuit capability.

(2) System Description: A three (3) phase 208/120 volt system will generally be the minimum, with consideration given to using a 480/277 volt system where loads are sufficient to justify it. Wiring (including conduit for future communications wiring), junction boxes, and plug-in receptacles may be selected for use in a grid arrangement above the suspended ceilings in large open administrative areas. This is to be used in conjunction with "telephone power pole" systems or a conventional wall and/or floor pedestal outlets. However, the use of floor pedestal outlets may reduce or eliminate future flexibility for room layouts. The "poles" themselves, may be supported with state construction funds. Wiring/conduit may be labeled or tagged for circuit identification but should not be color code painted. Raceways, EMT or rigid conduit shall be used to insure future adaptation or expandability. Concealed conduit or raceways shall be used in "finished" areas.

(3) Ground fault provisions should be in accordance with NFPA 70. Ground fault protection may be used for all receptacles where power tools, particularly custodial equipment, shall be used.

(4) Environment: Power panels/telecommunications/electrical/ADP (network) equipment should be consolidated and located in secure areas free from environmental extremes of temperature, dust and humidity. All equipment must be grounded. Do not use storage rooms or maintenance/custodial areas. Where required, shallow closets or hanging Telecommunications cabinets may be provided. Possible future expansion and/or changes should be considered when sizing and routing conduit.

(5) Duplex Receptacles: The number of duplex convenience receptacles indicated below are generally what could be expected, however, the number of outlets should be reviewed by the state and modified as required for each facility.

TABLE 7-2 RECEPTACLE OUTLETS

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|-------------------------------|------------------------------------|---------------------------------|-------------------------------------|---|
| Jury Trial Courtrooms: | | | | |
| • Litigation Area | | | | |
| ▪ Judge's Bench | 3 | 2 | 2 | |
| ▪ Clerk's Station | 4 | 2 | 1 | |
| ▪ Court Reporter | 2 | 1 | 1 | |
| ▪ Witness Stand | 1 | 1 | | |
| ▪ Bailiff's Station | 1 | 1 | 1 | |
| ▪ Jury Box | 7 | 7 | | Each outlet, which is combined with a duo data outlet serves 2 jurors. These outlets may be installed on the inside of the case work and in risers for rear jury level. |
| ▪ Lectern | 1 | 1 | | Floor mounted. |
| ▪ Attorney Tables | 2 | 2 | 1 | Floor mounted. |
| ▪ | | | | |
| • Spectator Area | 4 | | | Minimum, one outlet for each 10 feet of wall. |
| • Vestibule/Security Check | 2 | 2 | 1 | |
| • Public Waiting Area | 4 | | | Minimum, one secured (not for public use) Duplex Outlet for each 20 feet of wall. |
| • Jury Deliberation Area | 5 | 2 | 2 | Minimum, one Duplex Outlet for each 8 feet of wall and one floor duplex/telecom/data outlet under conference table. |
| • Jury Lounge Area | 4 | 1 | 1 | Minimum, one Duplex outlet for each 10 feet of wall. |
| • Jury Restroom(s) | 1 | | | |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|----------------------------|------------------------------------|---------------------------------|-------------------------------------|---|
| • Witness/Victim Area | 5 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall and one floor duplex/telecom/data outlet under conference table |
| • Attorney/Client Area | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall and one floor duplex/telecom/data outlet under conference table. |
| • Prosecutor's Area | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under conference table. |
| • Law Enforcement Waiting | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under conference table. |
| • Prisoner Holding Area | 2 | 1 | 1 | Minimum, one outlet for each 8 feet of wall, in correctional officer area only. |
| • Trial Storage Area | | | 1 | |
| • Audio/Visual Equip. Area | 8 | 2 | 1 | This area (room) houses the "hub" and/or termination points for courtroom reporter, PA, data systems, and telecommunications. |
| • Press Room | 4 | 2 | 2 | Minimum, one Duplex Outlet for Each each 8 feet of wall. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|---|------------------------------------|---------------------------------|-------------------------------------|--|
| Family (and Juvenile) Court Rooms: | | | | |
| • Litigation Area | | | | |
| ▪ Judge's Bench | 3 | 2 | 2 | |
| ▪ Clerk's Station | 4 | 1 | 1 | |
| ▪ Court Reporter | 2 | 1 | 1 | |
| ▪ Witness Stand | 1 | 1 | | |
| ▪ Bailiff's Station | 1 | 1 | 1 | |
| ▪ Lectern | 1 | 1 | | Floor mounted. |
| ▪ Attorney Tables | 2 | 1 | 1 | Floor mounted. |
| • Spectator Area | 4 | | | Minimum, one Duplex Outlet for each 10 feet of wall. |
| • Vestibule/Security Check | 1 | 1 | 1 | |
| • Public Waiting Areas | 4. | | | Minimum, (not for public use) one Duplex Outlet for each 20 feet of wall. |
| • Child Waiting Room | 4 | 1 | 1 | Minimum, (not for public use) one Duplex Outlet for each 10 feet of wall. |
| • Child Waiting Restroom | 1 | | | Minimum, one secured (not for public use) Groundfault Duplex Outlet |
| • Child Observation Room | 4 | 1 | 1 | |
| • Juvenile Waiting Room | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under conference table. |
| • Juvenile Restroom | 1 | | | Minimum, one secured (not for public use) Groundfault Duplex Outlet |
| • Juvenile Observation Rm. | 4 | 1 | 1 | |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|--|------------------------------------|---------------------------------|-------------------------------------|--|
| • Interview Room | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under conference table. |
| • Attorney/Client Area | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under conference table. |
| • Prosecutor's Area | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under conference table. |
| • Law Enforcement Waiting | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall. |
| • Secure Holding Area | 2 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall outside of holding cell(s). |
| • Trial Storage Area | 1 | | | |
| • Audio/Visual Equip. Area | 8 | 2 | 1 | This area (room) houses the "hub" and/or termination points for courtroom reporter, PA, data systems, and telecommunications.. |
| Hearing Rooms (Non-Jury Courtrooms) | | | | |
| • Litigation Area | | | | |
| ▪ Judge's Bench | 3 | 2 | 2 | |
| ▪ Clerk's Station | 4 | 1 | 1 | |
| ▪ Court Reporter | 2 | 1 | 1 | |
| ▪ Witness Stand | 1 | 1 | | |
| ▪ Bailiff's Station | 1 | 1 | 1 | |
| ▪ Lectern | 1 | 1 | | Floor mounted. |
| ▪ Attorney Tables | 2 | 1 | 1 | Floor mounted. |
| • Spectator Area | 4 | | | Minimum, one Duplex Outlet for each 10 ft. of wall. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|----------------------------|------------------------------------|---------------------------------|-------------------------------------|---|
| Grand Jury Areas: | | | | |
| • Grand Jury Room | 4 | 3 | 3 | Minimum, one Duplex Outlet for each 8 ft. of wall. |
| ▪ Juror's Table | 2 | 2 | 2 | Floor Mounted, Minimum, one Floor box with outlets every 6 ft of conference table |
| ▪ Court Reporter | 2 | 1 | 1 | Floor mounted. |
| ▪ Witness Stand | 1 | 1 | | |
| ▪ Lectern | | | | |
| ▪ Attorney Tables | 2 | 2 | 1 | |
| ▪ Bailiff's Station | 1 | 1 | 1 | Floor mounted. |
| • Jury Lounge Area | 6 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall, two Duplex Outlets for service counter area and one Duplex Outlet for each major appliance. |
| • Jury Restroom(s) | 1 | | | Ground Fault receptacle adjacent to lavatory. |
| • Witness Waiting Area | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall. |
| • Attorney/Client Area | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under conference table. |
| • Reception Are | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall. |
| • Vestibule/Security Check | 1 | 1 | 1 | |
| • Evidence Storage | 1 | | | |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|--|------------------------------------|---------------------------------|-------------------------------------|--|
| <ul style="list-style-type: none"> Audio/Visual Equip. Area | 8 | 2 | 1 | This area (room) houses the “hub” and/or termination points for courtroom reporter, PA, data systems, and telecommunications.. |
| Judge's & Commissioner's Chambers | | | | |
| <ul style="list-style-type: none"> Judge's Office | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| <ul style="list-style-type: none"> Judge's Toilet | 1 | | | Ground Fault receptacle adjacent to lavatory. |
| <ul style="list-style-type: none"> Conference/Hearing Room | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under conference table. |
| <ul style="list-style-type: none"> Law Clerk | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| <ul style="list-style-type: none"> Court Administrator | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk |
| <ul style="list-style-type: none"> Court Recorder | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk |
| <ul style="list-style-type: none"> Court Secretary | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|----------------------------|------------------------------------|---------------------------------|-------------------------------------|---|
| • Files | 4 | | | Minimum, one Duplex Outlet outlet for each 8 feet of wall positioned near doors and at sufficient height for easy access. |
| • Storage | 2 | | | Minimum, one Duplex Outlet for each 8 feet of wall positioned near doors and at sufficient height for easy access. |
| • Reception/Waiting | 2 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk |
| • Coffee Station | 3 | | 1 | Minimum, one Duplex Outlet for each 8 feet of wall, two Duplex Outlets for service counter area and one Duplex Outlet for each major appliance. |
| • Copy/Mail/FAX Area | 2 | 2 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access and one outlet for each piece of equipment. |
| • Staff Break Area | 2 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall, two Duplex Outlets for service counter area and one Duplex Outlet for each major appliance. |
| • Male Staff Restroom(s) | 1 | | | Ground Fault receptacle adjacent to lavatory. |
| • Female Staff Restroom(s) | 1 | | | Ground Fault receptacle adjacent to lavatory. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|-------------------------|------------------------------------|---------------------------------|-------------------------------------|--|
| Law Library | | | | |
| • Library | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access. |
| • Work Area | 4 | 4 | 2 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access. Outlets should also be positioned in floor under work tables. |
| • Librarian Area | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 feet of wall and one floor duplex/telecom/ data outlet under desk and counter areas. |
| • Copy Area | 2 | 2 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access and one outlet for each piece of equipment. |
| • ADP Area | 4 | 4 | 1 | Minimum, one Duplex Outlet for each 6 feet of wall positioned for easy access. Outlets may be positioned in floor under work tables. |
| • Storage Area | 2 | | | Minimum, one Duplex Outlet for each 8 feet of wall positioned near doors and at sufficient height for easy access. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|----------------------------------|------------------------------------|---------------------------------|-------------------------------------|--|
| Circuit Court Clerk Areas | | | | |
| • Circuit Clerk Office | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Circuit Clerk Restroom | 1 | | | Ground Fault receptacle adjacent to lavatory. |
| • District Court Clerk | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Supervisor Areas | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Staff Workstations | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and/or one floor duplex/telecom/data outlet for each workstation to, have access to at least one receptacle as required by furniture layout. |
| • Counter Workstations | 2 | 1 | 1 | Minimum, two Duplex Outlets and telecom/data outlets for each station above and/or below work surfaces. |
| • Public Queuing & Waiting | 2 | | | Minimum, one (not for public use) duplex outlet for every 12 feet of wall. |
| • Cashier | 2 | 1 | 1 | Minimum, two Duplex Outlets and telecom/data outlets for each station above and/or below work surfaces. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|----------------------------|------------------------------------|---------------------------------|-------------------------------------|--|
| • Drive-through Station | 2 | 1 | 1 | Minimum, two Duplex Outlets and telecom/data outlets for each station above and/or below work surfaces. |
| • Driver's License Area | 3 | 3 | 1 | Minimum, two Duplex Outlets and telecom/data outlets for each station above and/or below work surfaces. |
| • Records Review Area | 3 | 2 | 1 | Minimum, two Duplex Outlets and telecom/data outlets for each station above and/or below work surfaces. |
| • Active Records Storage | 4 | 1 | 1 | Minimum, one Duplex Outlet for every 12 feet of wall. One telecom/data outlet in a work area within rooms. |
| • Inactive Records Storage | 4 | 1 | 1 | Minimum, one Duplex Outlet for every 12 feet of wall. One telecom/data outlet in a work area within rooms. |
| • Archived Records Storage | 4 | 1 | 1 | Minimum, one Duplex Outlet for every 12 feet of wall. One telecom/data outlet in a work area within rooms.. |
| • Evidence Storage | 4 | 1 | 1 | <u>Explosion-Proof Fixtures!!!</u> Minimum, one Duplex Outlet for every 12 feet of wall. One telecom/data outlet in a work area within rooms. |
| • Copy/FAX/Mail | 4 | 2 | 2 | Minimum, One Duplex Outlet for every 6 feet of wall. Two telecom/data outlets within room/area for machine support. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|-------------------------------------|------------------------------------|---------------------------------|-------------------------------------|---|
| • Conference/Training Room | 4 | 2 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under conference and/or work table(s). |
| • Staff Lounge Area | 2 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall, two Duplex Outlets for service counter area and one Duplex Outlet for each major appliance. |
| • Male Staff Restroom | 1 | | | Ground Fault receptacle adjacent to lavatory. |
| • Female Staff Restroom | 1 | | | Ground Fault receptacle adjacent to lavatory. |
| • Office Storage Area | 2 | | | Minimum, one Duplex Outlet for each 8 feet of wall, and at sufficient height for easy access. Position one outlet near door(s). |
| • Multipurpose Room(s) | 4 | 4 | 2 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access. Additional outlets shall be positioned in floor under work tables. |
| Prisoner Handling Facilities | | | | |
| • Vehicular Sallyport | 4 | 1 | 1 | Minimum, one Duplex Outlet for every 20 feet of wall. One telecom/data outlet adjacent to door entering handling facility from Sallyport. |
| • Group Holding Cells | none | | | |
| • Individual Holding | none | | | |
| • Security Vestibule | none | | | |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|--|------------------------------------|---------------------------------|-------------------------------------|---|
| • Staging & Preparation Area | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access. |
| • Interview Rooms | 1 | 1 | 1 | One Telecom/Data. Outlet on each side of partition. |
| • Enforcement Personnel | 4 | 4 | 2 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access. Additional outlets shall be positioned in floor under work tables. |
| • Storage | 2 | | | Minimum, one Duplex Outlet for each 8 feet of wall, and at sufficient height for easy Access. Position one outlet near door(s). |
| • Restroom/Shower/Lockers | 1 | | | Ground Fault receptacle adjacent to lavatory. |
| Court Security & Law Enforcement Facilities | | | | |
| • Sheriff/Bailiff Workroom | 4 | 2 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access. Additional outlets shall be positioned in floor under work tables. |
| • Bailiff Storage | 2 | | | Minimum, one Duplex Outlet for each 8 feet of wall, and at sufficient height for easy Access. Position one outlet near door(s). |
| • Security Supervisor | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|---|------------------------------------|---------------------------------|-------------------------------------|---|
| • Security Control | 8 | 2 | 2 | Minimum, One Duplex outlet for each 8 feet of wall and sufficient duplex outlets and other required outlets for the numerous monitors, recorders, etc. at the control/monitor station. |
| • Security Control Restroom | 1 | | | Ground Fault receptacle adjacent to lavatory. |
| • Security Storage | 2 | | | Minimum, one Duplex Outlet for each 8 feet of wall, and at sufficient height for easy access. Position one outlet near door(s). |
| • Security & Enforcement Workroom/Lounge | 4 | 2 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access. Additional outlets shall be positioned in floor under work tables. |
| • Entrance(s)/Security Check. | 4 | 2 | 2 | Minimum, One Duplex outlet for each 8 feet of wall and sufficient floor mounted duplex and telecom/data outlets and other outlets for equipment such as metal detectors, xray machines, monitors, recorders, etc. at the screening/control/monitor station. |
| <u>NOTE:</u> <i>Coordinate placement of floor outlets with AOC AOC Security Systems Office. Field verify outlet locations with AOC Security Systems Office prior to installing slab.</i> | | | | |
| • First Aid Room | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall and sufficient ground fault duplex outlets above counter station for equipment. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|---|------------------------------------|---------------------------------|-------------------------------------|--|
| Non-Affiliated Agencies with Service Counter | | | | |
| • Agency Director or (local) Manager | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Supervisor Areas | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Staff Workstations | 3 | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the workstation, as required by furniture layout. |
| • Counter Workstations | 3 | 1 | 1 | Minimum, two Duplex Outlets and telecom/data outlets for each station above and/or below work surfaces. |
| • Public Queuing & Waiting | 2 | | | Minimum, one (not for public use) duplex outlet for every 12 feet of wall. |
| • Files | 4 | 1 | 1 | Minimum, one Duplex Outlet for every 12 feet of wall positioned at a sufficient height for easy access. One telecom/data outlet in a work area within rooms. |
| • File Storage Area | 2 | 1 | 1 | Minimum, one Duplex Outlet for every 12 feet of wall positioned at a sufficient height for easy access. One telecom/data outlet in a work area within rooms. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|---|------------------------------------|---------------------------------|-------------------------------------|---|
| • Copy/FAX/Mail | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access. |
| • Conference/Training Room | 4 | 4 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under conference and/or work table(s). |
| • Office Storage Area | 2 | | | Minimum, one Duplex Outlet for every 12 feet of wall positioned at a sufficient height for easy access. |
| Court Affiliated & Support Offices | | | | |
| • Staff Director | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Professional Staff | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Supervisors | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Support Staff | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Secure Commo.& Info. Fac | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Non-Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|-----------------------------|------------------------------------|---------------------------------|-------------------------------------|--|
| • Public Queuing & Waiting | 2 | | | Minimum, one (not for public use) duplex outlet for every 12 feet of wall. |
| • File Storage Area | 2 | | | Minimum, one Duplex Outlet for every 12 feet of wall positioned at a sufficient height for easy access. One telecom/data outlet in a work area within rooms. |
| • Copy/FAX/Mail | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access and one outlet for each piece of equipment. |
| • Conference/Training Room | 4 | 4 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under conference and/or work table(s). |
| • Office Storage Area | 2 | | | Minimum, one Duplex Outlet for every 12 feet of wall positioned at a sufficient height for easy access. |
| • Coffee Station | 2 | | | Two ground fault Duplex Outlets for service counter area. |
| • Staff Break Area | 2 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall, two Duplex Outlets for service counter area and one Duplex Outlet for each major appliance. |
| • Male Staff Restroom | 1 | | | Ground Fault receptacle adjacent to lavatory. |
| • Female Staff Restroom | 1 | | | Ground Fault receptacle adjacent to lavatory |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Non-Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|-------------------------------|------------------------------------|---------------------------------|-------------------------------------|---|
| Facility Support Areas | | | | |
| • Facility Super./Manager | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Facility Engineer | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Mech/Maint Supervisors | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Admin. Support Staff | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Central Mail Room | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 feet of wall, two Duplex Outlets for service counter area and one Duplex Outlet for each piece of equipment |
| • Allied Trades Areas | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall and adequate outlets for work-bench areas. |
| • Tech & Drawings Library | 4 | 2 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under work table(s). |
| • Office Storage Area | 2 | | | Minimum, one Duplex Outlet for every 12 feet of wall positioned at a sufficient height for easy access. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Non-Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|-----------------------------|------------------------------------|---------------------------------|-------------------------------------|--|
| • File Storage Area | 2 | | | Minimum, one Duplex Outlet for every 12 feet of wall positioned at a sufficient height for easy access. |
| • Copy/FAX/Mail | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 feet of wall positioned for easy access and one outlet for each piece of equipment. |
| • Waiting Area | 2 | | | Minimum, one (not for public use) duplex outlet for every 8 feet of wall |
| • Break Area | 2 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall, two Duplex Outlets for service counter area and one Duplex Outlet for each major appliance.. |
| • Restroom/Shower/Locker | 1 | | | Ground Fault receptacle adjacent to lavatory. |
| • Allied Trades Areas | 4 | 1 | 1 | Minimum, one Duplex Outlet for each 8 feet of wall and |
| adequate | | | | outlets for work-bench areas. |
| • Loading Dock | 2 | 1 | 1 | Minimum, one Duplex Outlet for every 8 feet of wall and one outlet for each piece of equipment. |
| • Shipping/Receiving Area | 2 | 1 | 1 | Minimum, one Duplex Outlet for every 8 feet of wall and one outlet for each piece of equipment. |
| • Fac & Allied Trades Stor | 2 | | | Minimum, one Duplex Outlet for every 12 feet of wall positioned at a sufficient height for easy access. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Non-Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|----------------------------------|------------------------------------|---------------------------------|-------------------------------------|--|
| Factored Areas | | | | |
| • Ground Supt Equip Storage | 2+ | 1 | 1 | Minimum, one Duplex Outlet for each 8 ft. of wall and positioned near doors at sufficient height for easy access. Additionally, 1-220V outlet per Bay; 1-110V or 220V outlet for each piece of installed or movable equipment requiring a dedicated outlet; and 1-110V weatherproof outlet installed outside each overhead door and outside work area. |
| • Hazardous Mat. Storage | none | | | |
| • Flammable Mat. Storage | none | | | |
| • Controlled Waste Handling Area | none | | | |
| Common Use Areas | | | | |
| • Men's Public Restrooms | 1 | | | One ground fault Duplex Outlet (not for public use, outlet may be secured type). |
| • Women's Public Restrooms | 1 | | | One ground fault Duplex Outlet (not for public use, outlet may be secured type). |
| • Public Vending/Lounge | 4 | | | Provide Duplex Outlets for vending machines and a minimum of one Duplex Outlet (not for public use, outlet may be secured type). |
| • Public Telephone Areas | See Remarks | | | Provide telecom outlets for all Public telephones. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Non-Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|--|------------------------------------|--|--|----------------|
| Food Service Areas (if authorized by AOC) | | | | |
| Main and Other Lobby Areas | 3 | One Duplex Outlet (not for public use, outlet may be secured type). for each 24 lineal feet of wall and sufficient outlets for advisory boards and display cases and wall hangings and other features. | | |
| • Mech/Elect/ADP/Telecom | See Remarks | | Coordinate the number and placement of all outlets with AOC Security Systems Office, Telecom. & Data Infrastructure Office and Department of Information Systems. | |
| • Circulation – Public & Secure | See Remarks | | One Duplex Outlet (not for public use, outlet may be secured type).for each 24 lineal feet of corridor. | |
| • Circulation – Staff | See Remarks | | One Duplex Outlet for each 24 lineal feet of corridor. | |
| • Circulation – Secured | See Remarks | | One Duplex Outlet (outlets may Be secured type).for each 24 lineal feet of corridor. | |
| • Facilities Maint & Storage | See Remarks | | Provide a minimum of one Duplex Outlet in each area and as required for installed equipment. | |
| • General | See Remarks | | In addition to general purpose Duplex Outlets (one for each 8 feet of wall), 110 volt or 220 volt outlets as appropriate shall be provided for equipment requiring electrical power. Ground fault protected electrical outlets are required “wet” areas. | |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Non-Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|-----------------------------|------------------------------------|---------------------------------|-------------------------------------|---|
| • Office | 4 | 2 | 2 | Minimum, one Duplex Outlet for each 8 ft. of wall and one floor duplex/telecom/data outlet under the desk. |
| • Food Storage | 2 | | | Minimum, one Duplex Outlet for every 12 feet of wall positioned at a sufficient height for easy access. |
| • Food Preparation | 2 | | | In addition to general purpose Duplex Outlets (one for each 8 feet of wall), 110 volt or 220 volt outlets as appropriate shall be provided for equipment requiring electrical power. Ground fault protected electrical outlets are required "wet" areas. |
| • Scullery | 2 | | | One ground fault Duplex Outlet and as required for equipment. |
| • Food Service Area | 1 | | | In addition to general purpose Duplex Outlets (one for each 8 feet of wall), 110 volt or 220 volt outlets as appropriate shall be provided for equipment requiring electrical power. Ground fault protected electrical outlets are required "wet" areas. Install floor receptacles as |
| | | Required. | | |
| • Male/Female Staff Toilet | 1 | | | Ground Fault receptacle adjacent to lavatory. |
| • Dining Area | See Remarks | | | In addition to general purpose Duplex Outlets (one for each 12 feet of wall), provide telecom/data outlets in areas which may be used for conference and meeting functions. |

TABLE 7-2 RECEPTACLE OUTLETS – Continued

| <u>Non-Functional Areas</u> | <u>110V Duplex Outlets</u> | <u>Duo Data Outlets</u> | <u>Duo Telecom. Outlets</u> | <u>Remarks</u> |
|---|------------------------------------|---------------------------------|-------------------------------------|--|
| Exterior of Building | | | | |
| <ul style="list-style-type: none"> General | See Remarks | | | Provide ground fault protected securable outlets spaced evenly around exterior of buildings and other exterior areas as need is anticipated or required. |

(6) Power for ADP Equipment: As long as an adequate number of electrical outlets is provided in areas where microprocessors are used, and the circuitry is properly designed to accommodate the anticipated loading, there should be no need to provide special "dedicated" circuit wiring for computer use. Electrical power surge and spike protection strips should not be included in the design and construction documents.

(7) Power for Intrusion Detection System (IDS) and Internal Security System (ISS): Provide dedicated circuits for systems and a two-hour Uninterruptible Power Supply (UPS) for systems.

B. Exterior: Provide a minimum of one (1) securable, ground fault protected Duplex Receptacle for each side of Building, or every 100 LF of exterior wall area. In areas that are separated by major entrances, provide a securable, ground fault protected Duplex Outlet on both sides.

7-7 Intrusion Detection System (IDS) and Internal Security System (ISS)

A. General: Facility-related security provisions are divided into two categories; active and passive. Active measures include electronic devices such as audio and video monitoring, communications, metal detectors, door and window status monitoring, etc. Intrusion Detection Systems (IDS) and Internal Security Systems (ISS) are active provisions. Passive measures are the design and layout of the primary and supporting facilities such as; the design of entrances to prevent vehicular access, division of areas within the building, security check areas, armor for court officer furnishings, etc. Security provisions shall be provided as required by the AOC in accordance with the following.

B. Active Security Provisions

(1) Intrusion Detection Systems (IDS):

(a) Court facilities shall be equipped with an intrusion detection system, which alerts the local law enforcement agencies of intrusion events, particularly during non-working hours. The system may use motion and/or heat sensors connected to a central control.

(b) This system shall monitor unauthorized entries at, as a minimum, all entry doors and all windows under 20-feet from ground level. Also, video monitoring of building exterior, entry doors, and parking areas is authorized and may be required by the General Manager of Facilities. This video monitoring system shall be monitored by security personnel during work hours and all cameras shall be recorded on long-duration digital hard disk drive with back up to Compact Diskette at all times.

(c) Both intrusion detection and video monitoring systems shall have the capability to be securely accessed and monitored via telecommunications or data infrastructures from an off-site location.

(d) System(s) shall be powered by a dedicated circuit(s) and shall be provided an uninterruptible power supply, which is capable of operating the system for a minimum of two (2) hours.

(2) Internal Security Systems (ISS):

(a) All court facilities shall be equipped with an Internal Security System, which limits public access only to public areas, in accordance with guidance from the AOC Facilities Department Division of Electronics Technology.

(b) This system may use devices such as pass-cards and keypads or may use new and other successful technologies that allow passage through doors for authorized personnel only to nonpublic areas.

(c) Keyed locks shall be provided for all access doors from public to secure areas. Keyed locks (only) are permitted only for individual offices within secured areas. Electro-mechanical or magnetic locking devices may be used to secure doorways.

(d) The system may use audio/video monitors and manually/electronically operated door locks.

(e) System(s) shall be powered by a dedicated circuit(s) and shall be provided an uninterruptible power supply, which is capable of operating the system for a minimum of two (2) hours.

(3) Entry Intercom: An entry Intercom, if required, may be located at the designated entrances for public, staff, and/or secure parking areas. A remote controlled door latch and opener may be authorized, if door is monitored by audio and video from a staffed security station.

(4) Cameras and Monitoring Station:

(a) General: As part of a facility construction, provisions shall be made for exterior and, if required, interior cameras for the monitoring of pedestrian or vehicular traffic. The AOC General Manager of Facilities may require that, in addition to the provisions, cameras, required wiring and cabling, and the monitoring station with video/audio monitors and camera controls, be provided in whole or part of building construction.

(b) Positioning of Cameras: The AOC Facilities Department Division of Electronics Technology shall identify during Phase A Design Review the areas requiring video and/or audio monitoring, the required positioning of cameras, and required conduit, electrical power provisions, and cabling. To the greatest extent possible, cameras shall be mounted in such manner as to not distract from the building aesthetics. These provisions may include, but are not limited to mounting cameras on exterior lighting poles in close proximity, the recessing of cameras in overhangs, etc.

(c) Monitoring Station: As a minimum, provisions, as required by the AOC Division of Electronics Technology, shall be extended from the cameras to the Monitoring Station(s) as identified during Phase A Design Review. AOC Division of Electronics Personnel shall identify whether or not any and all cabinetry which shall also be provided during construction.

C. Passive Security Provisions: please see Chapter 5 Design considerations.

7-8 Antenna Base and Lead-In: Should the Local Agency have a need for an Antenna, the following shall apply.

A. Location Consideration: The designer and Project Development Board shall consider an off-site antenna with dedicated cable connecting the antenna with the facility, at no cost to the State.

B. Wall Mounting: The preferred method of mounting an antenna is wall mounting. This method is preferred because there are no roof penetrations necessary.

C. Roof Mounting: If antenna mast is roof mounted, the antenna, a roof-mounted base, mounting brackets, guy cable tie down and conduit may be provided as part of construction, at no cost to the State. Detailed coordination between the responsible designer and the agency(ies) requiring such communication capabilities is required to assure that the exact requirements have been identified.

7-9 Provisions for (external) Generator or Standby Power Systems

A. General: The General Manager of Facilities shall make the determination whether a facility is to be equipped with either provisions for an external generator or a Standby Power (generating) system. The system shall not be tailored for a pre-sized power source. In the event of a long-term power failure, should a power source be provided, the power usage of the facility shall be tailored to the capacity of the power source. If a Standby Power System is approved by the AOC General Manager of Facilities, it shall be sized for pre-determined facility needs during power failures in accordance with paragraph B(3) below.

B. External Electric Generator Provisions:

(1) General: The purpose of following External Electric Generator Provisions is to provide minimal facilities for a skid or trailer mounted generator or power plant, which may be provided in times of extended power outages. The size and capacity of this generator is not defined. Therefore, it shall be assumed that a licensed electrician shall expeditiously connect the generator to the facility's electrical system and manually isolate circuits that will not receive power. The minimal required provisions are as follows:

(2) Parking Apron for a skid or trailer mounted generator and fuel tank (for larger facilities).

(3) Conduit that will connect the external generator to the facility's electrical system. Three (3) four-inch (4") conduits, as a minimum shall be provided to an area within the primary electrical room in the immediate vicinity of the Electrical System External Power Switch (see next paragraph).

(4) Electrical System Switch and Hookup that consists of a Main Switch identical to the building's primary switch. The empty conduit terminates at the switch for (external generator) hookup. The switch shall be lockable to the "OFF" position. This allows the facility's electrical system to be switched off from the electric utility provider's service and switched on to the generator for power, after expedient wiring has been executed. It is not the intent of this guidance to provide an expensive "Transfer Switch".

C. Standby Power Systems

(1) Description: The standby power generation system shall be diesel powered with rapid cranking (no less than 10 5-seconds) capability.

(2) Bridging: The system shall incorporate a battery-powered, self inverting uninterruptible power supply that "bridges" the time between the power interruption and the generator's powering of system.

(3) Systems to be Energized: As a minimum, Standby Power shall provide power to critical and life-safety provisions within the facility such as Lights, Computers, Fire Management System, Telecommunications, data infrastructure components, IDS, ISS, and elevators. The HVAC system is not considered a critical system, unless a power outage will cause harm to its mechanical components or cause a life-safety situation.

7-10 Provisions for the Handicapped

A. General: State support for additional costs associated with providing features required for accessibility and usage by the handicapped is based on the Americans with Disabilities Act unless a more stringent state requirement exists (a fact which would have to be documented by a "Certification of State Code Requirement" as discussed in Paragraph 1-5). In general, the criteria for State support can be summarized as follows:

B. Automatic (electrically-operated) Doors are authorized for public and staff entrances.

C. Auxiliary Aids: Auxiliary aids for the hearing, speech, and vision impaired shall be provided on an “as-needed” basis. As a minimum each courtroom shall have provisions for hearing-assistive devices.

(1) A “Hearing Impaired/Interpreter System” with wireless, infrared receiving earphones for any participant or member of the public attending the proceedings. This system shall be multi-channel and allow for amplified signals from the court proceedings and from a court (language) interpreter. This system shall use infrared emissions rather than radio frequency(ies).

(2) Visual Impaired Systems may be incorporated into the ADP systems (e.g., monitor with “magnified viewing” capabilities).

Chapter 8. Audio-Video Systems, Automatic Data Processing (ADP) Infrastructure & Telecommunications

8-1 General

A. Systems' Lifespan: The telecommunications and ADP (electronic) systems of a facility must be considered temporary. Typically, such systems are upgraded or replaced every five (5) years and telecommunication systems usually are replaced at least once every ten (10) years. Therefore, facilities must be designed and constructed to deal economically with these changes with provisions for flexibility and adaptability. A facility must be designed to efficiently evolve with the technology. Further, a facility must assist in these changes rather than simply accommodate them.

B. Shared Facilities: Non-Court of Justice agencies and operations shall not share facility telecommunications and ADP infrastructures with AOC infrastructures, unless specifically authorized, in writing by the AOC General Manager of Facilities. Non-Court of Justice equipment and infrastructures shall be installed totally independent and segregated from AOC equipment and infrastructures.

8-2 Required Coordination

A. Design: Prior to preparation of Phase A Design of the project, the A-E shall consult the AOC for specific Telecommunications, Data-Transmission, and Audio-Video cabling requirements and changes from this document. The A-E shall also coordinate with the General Manager of Information Systems to determine data transmission infrastructure requirements.

B. Non-Court of Justice Equipment: Prior to initiation of Phase C Design, all non-Court of Justice equipment shall be identified to the AOC General Manager of Facilities. All such ADP equipment shall be coordinated with the AOC General Manager of Information Systems. All telecommunication related equipment should be coordinated with the AOC General Manager of Facilities.

8-3 Cabling

A. General: Telecommunications cabling plant includes voice, video and data in a single integrated plant. It will be installed in accordance with best engineering practices available and meet applicable TIA/EIA 568A Standards. All raceways and/or conduit shall be designed and installed in such a manner that the remote air handling units can be serviced and removed (for repair or replacement) with minimal effort. Piping, wiring, cabling, cable trays, etc. shall not be installed so as to prevent access or removal of remote air handling units.

B. Cable Plant will be a Star Topology with no more than two levels of cross connect. All wiring will be, as a minimum, unshielded twisted four pair Category 6 enhanced cabling, tested in accordance with the following paragraph, fiber optic cabling is preferred.

C. Testing and Certification: The completed cable plant will be tested and certified as meeting Category 6 requirements or any other requirements identified by the AOC Facilities Electronics Division. A written report of the Certification shall be provided to the AOC Facilities Electronics Division.

D. Cable Locations: All wiring/cabling will be run in conduits or raceways separate to sources of electro-magnetic influence and terminated by contactor in telecommunications/ADP closets, which are appropriately protected from temperature and humidity extremes.

E. Stacking Order: From the top (immediately under upper floor decking) to bottom (above ceiling) the following order of stacking applies.

- (1) Fire suppression (sprinkler system piping): Top.
- (2) Domestic water distribution: Second from Top.
- (3) HVAC Distribution: Third from Top.
- (4) Electrical, Telecommunications, Data: Bottom

F. Initial Cable Connections: The designer shall specify on the contract drawings/specifications that the system's outside trenching, plastic conduit and cable to the central terminal board(s) in the facility, the cable trays (raceways), outlet boxes, Category 6 Patch Panels, associated wiring, and cabinet mounting board shall be contractor furnished and installed, and be Category 6 certified.

8-4 Conduits/Raceways

A. General: The designer shall design and specify an efficient, easily adaptable system of raceways (ladder-rack cable management system) and conduits for the facility. **All conduit and raceway locations shall be verified by AOC Department of Court Facilities prior to installation.**

B. Raceways (cable trays) and/or Conduit systems shall be installed above ceilings on plan North and plan East sides of corridors and open areas.

C. Conduit Labeling: All conduits shall be labeled at all termination points adjacent to raceways and at an interval of no less than eight-feet in runs in open areas, such as in exposed areas and above suspended ceilings.

D. Conduit for Extensions to In-Room Outlets shall terminate at the raceways (as described in Paragraph A above) no less than two-feet (2'-0"), but no greater than three-feet (3'-0") to the right of door openings (opposite in corridors from Electrical Terminations (SEE: Paragraph 7-2D), when possible. This allows a standard placement, which allows quick location of terminations and access without blocking circulation.

E. Conduit Turns shall be long radius, if possible.

F. Pull Wires: All conduits shall be installed with a pull-wire.

G. Conduit Size Minimums:

- (1) Single Offices: 1½-inch minimum for data and telecommunications.
- (2) Large Areas: 2-½ inch.
- (3) A/V Rooms, Electrical/Telecommunications Rooms: 2½-inch.

- (4) Audio/Visual to A/V Rooms: to all microphone/speaker locations, (in Courtrooms home runned to A/V room) 1 ½ inch (1/2"), positioned 1-inch (1") above ceiling each for speaker wire and camera locations.
- (5) Audio/Visual for Courtrooms: Courtroom A/V Rooms to Bench (Clerk's Station) two each (2 ea.) 2 inch (2"), positioned 1-inch (1") above ceiling each for speaker wire and camera locations.
- (6) Judge's Bench/Clerk Station Data Cables: Provide 2 each (2-ea.) 1-½ inch (1.5") conduits for each station from A/V Rooms for Data.
- (7) Building Service (Court facilities with less than four courtrooms): 2-inch (2 ea.). For Audio/Visual 1 ½ inch (1.5"), positioned 1-inch (1") above ceiling each for speaker wire and camera locations.

H. Distribution:

- (1) General: This system shall incorporate access points in ceilings, walls, and floors to accommodate the adaptation or replacement of any and all components of the cabling plant from the point of all individual outlets (receptacles) to the central (initial) telecommunications/ADP room(s)
- (2) Primary Cable Distribution throughout the facility shall be with Raceways (cable trays) or the Conduits installed above the ceilings on plan North and plan East sides of corridors and open areas.
- (3) Numbers of Outlets Required, please refer to Table 7-2.
- (4) Courtrooms: Courtroom cable distribution shall be designed and installed as follows;
 - (a) Dedicated conduits shall be provided for all microphone and speaker locations. These conduits shall be home-run(ed) to the A/V room.
 - (b) Audio cable conduits shall connect A/V room to dedicated eight-inch (8") by eight-inch (8") junction boxes mounted in casework of Clerk's Workstation.
 - (c) Two (2) Data Lines shall be provided to each Judge's Bench and Clerk's Station under the work surfaces

I. Back Box Colors: All back boxes shall be (spray) painted so as to visually identify their contents as follows:

| | |
|-------------------------|--------|
| Fire Systems | RED |
| Power | YELLOW |
| Voice/Data | ORANGE |
| Security | BLUE |
| Courtroom Systems . . . | GREEN |

J. Replaced or Abandoned Wire and Conduits: If wiring and conduit is to be replaced or abandoned, the replaced or abandoned wiring and/or conduit shall be removed.

8-5 Centralized Equipment Locations

A. General: Telecommunications/electrical/ADP (network and server) equipment should be consolidated and located in secure areas free from environmental extremes of temperature, dust, and humidity. These Electronic Equipment Rooms must have adequate ventilation to prevent heat build-up. All equipment must be grounded. Do not use storage rooms, mechanical rooms, or maintenance/custodial areas. Where required, shallow closets or hanging Telecommunications cabinets may be provided. Possible future expansion and/or changes shall be considered when sizing and routing the conduit.

B. Additional Requirements: In addition to specified locations (e.g., courtroom A/V rooms) the designer shall provide one Electronics (telecommunications/ADP) room per floor with adequate electric power supply. The telephone instruments, modems, and voice data switching equipment shall be included and supported with other (non-construction) state construction funds and may be included in the facility's general construction with written authorization from the General Manager of Facilities.

8-6 Provisions for Electronics Rooms

A. Telecommunications Board: Provide and install ¾-inch Fire-rated plywood measuring 8'-0" by 8'-0" on one wall of the Rooms.

B. ADP Infrastructure Provisions:

(1) Rack Provisions: Provide and install racks and execute terminations as defined by the Facilities Electronics Division and/or the General Manager of Information Systems. As a minimum, one 7'-0" Floor Mounted Rack for data termination shall be provided. Court of Justice standard equipment is as follows:

- Floor-mounted rack is Chatworth Model Number 55053-703, black in color;
- Horizontal wire management component is Panduit Model Number WMP1, installed above and below each patch panel;
- Rack-mounted Electrical Surge Protector, with openings and outlets in rear;
- Vertical wire management component is Panduit Model Number WMPVS20;
- Patch-panel for 48-ports is Leviton Model 5G584-U48;
- Patch-panel for 24-ports is Leviton Model 5G584-U24; and
- Data Jacks are Lucent MPS100E and 126D0, Orange in color.

(2) Cabling: Each floor shall have two (2) Category 5 Enhanced runs that extend to the primary rack.

(3) Outlets/Jacks: See Table 7-2 Receptacle Outlets.

C. Non-Court of Justice Equipment: Non-Court of Justice equipment shall not be provided as part of the construction of Court facilities. Identification and location of such equipment shall be identified and located on drawings but shall be noted as "Not In Contract".

8-7 Power for Telecommunications and ADP Equipment

A. Building Wide Requirements:

(1) Electrical Outlets: An adequate number of electrical outlets shall be provided in areas where equipment is to be used. The circuitry shall be properly designed to accommodate 125% of the reasonably anticipated loading ten (10) years into the future.

(2) Items Not Included: There should be no need to provide special "dedicated" circuit wiring for personal computer use. Electrical un-interruptible power systems (UPS units), power surge and spike protection strips should not be included in the design and construction documents unless specifically requested by the AOC General Manager of Information Systems.

B. Electronics Room Power Requirements:

(1) Telecommunications Board: Provide two-each (2 ea.) 110V 20-amp duplex receptacles mounted 22 inches above the floor.

(2) ADP Equipment Area: Provide three-each (3 ea.) 110V 20-amp duplex receptacles mounted 22 inches above the floor adjacent to 7'-0" Floor Mounted Rack as described in Paragraph 8-6B above.

(3) Integration into Auxiliary Power System: The above described power receptacles may be integrated into a building-wide non-interruptible or emergency power system, if so provided for the facility.

8-8 Telecommunications

A. General: The Administrative Office of the Courts will provide and install, either through separate contract and/or with organic personnel, all telecommunications equipment for Court of Justice Facilities or may include such equipment or portions of equipment, including infrastructure (cabling) in the project. As part of the construction of the facility, telecommunications infrastructures shall be designed and installed. Close coordination with the AOC Department of Facilities, Telecommunications Branch is required in the development of plans for the facility.

The facility should be equipped with one centralized system which has the capability to accommodate a minimum of 125% of the initial anticipated staffing and requirements for the first five years of the facility's operation. The AOC General Manager of Facilities may elect to provide and install, either by its own resources or through another service provider, Voice Telecommunications, Video/Voice Conferencing and Audio/Visual Recording Systems. As a minimum, the types of systems, which are required for the facility shall be identified, and appropriate conduits, junction boxes, etc. shall be provided.

B. Infrastructure Requirements:

- (1) Telecommunications Cabling shall be Category 6.
- (2) Feeder Cabling: Provide a minimum of 100 pair of feeder cabling between floors.
- (3) Telecommunications Outlets: As a minimum, one (1 ea.) Category 6 Data Cable, colored as required by the AOC Department of Facilities, Telecommunications Branch shall be provided for each Telecommunication Outlet. Color of cable shall not be same as data cabling.
- (4) Electronics Room Terminations: All Telecommunications Cable Terminations must terminated to Category 6, 110 Blocks, on punchdown panel mounted on backboard with grounding bar.
- (5) Termination Locations: All Data Cable Terminations shall be located at an appropriate point within Telecommunication Rooms.
- (6) Station Cable Terminations shall terminate on Category 6, 110 blocks with C4 Connections.
- (7) Numbering: All Data Terminations(ends) and outlets shall be numbered on each termination (ends).
- (8) Multi-Floor Terminations: If Terminations are located in more than one area (room) on differing floors or different floors, provide terminated and labeled (see (3) above) two (2) Category 6 Wires for interconnection between the differing locations.
- (9) Voice Jacks shall be Lucent and ivory in color.

8-9 Audio, Visual, and Teleconferencing System(s)

A. General: The Audio, Visual, and Teleconferencing consists of ten (10) systems. Any or all of the components may be installed in or ancillary to a Court of Justice facility. Remote contact (internet/modem/etc.) directly to video systems is strictly prohibited unless consent is granted in writing by the AOC General Manager of Information Systems in accordance with his or her standards. Courtroom Information and Teleconferencing Systems include:

- Courtroom Public Address System,
- Courtroom Audio (Analog or Digital) Reporter System,
- Noise Canceling System,
- Courtroom Video (Analog or Digital) Reporter System,
- Chambers Video (Analog or Digital) System,
- Stand Alone Video (Analog or Digital) System,
- Video Arraignment (Analog or Digital) System,
- Teleconferencing (Analog or Digital) System,
- Dubbing System (Analog or Digital), and
- Courtroom Presentation Audio/Visual(Analog or Digital) Systems

The ten (10) systems are further described and detailed as follows.

B. Courtroom Public Address System:

(1) General: Courtroom Public Address Systems typically are integrated into and considered part of either a Courtroom Video Reporter System or a Courtroom Audio Reporter system. However, it can be an independent system if so requested by the AOC Office of Facilities. The primary purpose of the Courtroom Public Address System is to allow, through electronic amplifications, the participants and the public to hear the proceedings clearly. Additionally, it allows hearing-impaired individuals to hear the proceedings and non-english language interpretation. The construction portion of this system includes infrastructure items such as conduit, power outlets, mounting points, etc.

(2) System Components and Subcomponents: The components and subcomponents of a Courtroom Public Address System includes, but is not limited to:

- Amplifier
- Microphones
- Speaker Arrays
- Hearing Impaired/Interpreter System
- Wiring,
- Cabling,
- Interfaces

(3) System Operation Description: The system is controlled by the Clerk or Judge, has the capacity to mute, when the Judge is conferencing at the bench, and has the capability to summon court participants and spectators. Additionally, the system uses multi-channel infrared transmissions to enable headset listening for the hearing impaired and non-english interpretation.

(4) Amplifier shall have sufficient power to operate speaker arrays and shall have controls located at the Judge's Bench and/or the Court Clerk's Station. The amplifier may be located in a audio/visual equipment storage room. The location of the amplifier shall be determined by the AOC Facilities Department.

(5) Microphones: There are typically eight (8) audio microphones. The actual number and locations of microphones shall be directed by the AOC ETS. These microphones may or may not be semi-permanently mounted, depending on the location and specific characteristics of the courtroom.

a. Typical Microphone Locations:

- Audio Microphone #1 (A1): Judge
- Audio Microphone #2 (A2): Witness
- Audio Microphone #3 (A3): #1 Attorney/Client Table.
- Audio Microphone #4 (A4): #2 Attorney/Client Table.
- Audio Microphone #5 (A5): Judge's Bench Sidebar.
- Audio Microphone #6 (A6): Lectern
- Audio Microphone #7 (A7): Judge in Chambers (if Chambers Video System is provided, otherwise provide provisions for Microphone #7), and
- Audio Microphone 8 (A5): Jury Area

b. Microphone description: Microphones shall be suitable and designed for use for courtroom applications. The microphones shall give a high degree of performance when courtroom testimony becomes marginal or masked by room noise. The microphones shall have a variety of elements, which will facilitate better coverage for the courtroom environment in which it is used (e.g., Judge's Bench, Litigation Tables, Witness Stand, etc). The deferent coverage pattern of the microphone can be changed by exchanging only the pickup element of the microphone or the microphone itself. The various types of acceptable microphones types are as follows:

- Standard cardioid (c) microphone with a 120-degree pickup pattern.
- Broad (b) microphone with a 180 degree pickup pattern to facilitate full coverage of the bench conference.
- Omni (o) microphone with a 360 degree pickup pattern in the event that a sidebar conference is desired instead of a bench conference.
- Hyper (h) microphone with a 110 degree pickup area and is considered a hyper-cardioid system and allows for greater isolation between microphones operating in the same area.

(6) Courtroom Speaker Array: A sufficient number of appropriate speakers shall be placed throughout the Courtroom Litigation and Spectator areas for an even, non-reverberating dispersion of amplified sound. The appearance of the speakers shall not distract from the architectural aesthetics of the courtroom.

(7) Non-Courtroom Speaker Arrays: A sufficient number of appropriate speakers shall be placed throughout adjacent areas as listed below for the purpose of summoning litigation participants and spectators. The arrays shall produce an even, non-reverberating dispersion of amplified sound. The appearance of the speakers shall not distract from the architectural aesthetics. The activation of speaker array in the Public Waiting Area shall be at the discretion of the Judge at the Judge's Bench or Clerk's Station. Areas for non-courtroom speakers include, but are not limited to the following adjacent areas:

- Public Waiting Area
- Jury Deliberation Area
- Jury Lounge Area
- Witness/Victim Area
- Attorney/Client Area
- Prosecutor's Area
- Law Enforcement Waiting Area
- Prisoner Holding Area
- Press Room
- Attorney Workroom/Lounge

(8) A “Hearing Impaired/Interpreter System”: This system shall be multi-channel infrared transmission/receiving type and allow for amplified signals from the court proceedings **and** from a court (language) interpreter. The system shall have one infrared receiving, wireless earphones per every 30 spectators, but no less than two (2) per courtroom. This system shall use selectable multiple (minimum of two) frequency (for entire facility) infrared emissions rather than radio frequency(ies). The system shall be capable of transmitting and receiving for both hearing impaired and other language simultaneously. A microphone for use by an interpreter shall be provide at a location specified by the AOC Office of Facilities. The infrared transmitter SHALL NOT be installed directly behind or immediately adjacent to the Judge’s bench. Infrared transmitters shall be installed in as indiscrete location as possible, preferably near a front of room corner opposite of the Jury Box.

(9) Wiring: The system shall have wiring, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(10) Cabling: The system shall have cabling, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(11) Interfaces: The system shall be interfaced or shall have the capability to interface with the Central Security Station so Security personnel can, as a minimum, monitor (listen) to conversations within the courtroom.

C. Courtroom Audio Reporter System

(1) General: The Courtroom Audio Reporter System replaces an in-court Court Reporter to produce a permanent record of court proceedings and to produce a record for appeals. It is an automated system, which incorporates a analog or digital recording device, as directed by the AOC. Courtroom Audio Reporter Systems must be able to capture a complete audio record with clarity and without significant inaudibles. All Courtroom Audio (analog or digital) Reporter Systems shall be designed and installed so as to be incorporated at a later date into a Courtroom Video Reporter System without changing components.

(2) System Components and Subcomponents: The components and subcomponents of a Courtroom Audio Reporter system includes, but is not limited to:

- Analog or Digital Recording Device (as directed by the AOC Office of Facilities),
- Control System/Logging Computer,
- Audio Mixer,
- Bench Conference and Lock Switch,
- Software,
- Wiring,
- Cabling,
- Microphones,
- Interface to Court Video Reporter System, and
- Interface to Courtroom Public Address System

(3) System Operation Description: The system is controlled by the Clerk or Judge with the capacity to mute, when the Judge is conferencing at the bench, and has the capability to summon court participants and spectators. Additionally, the system is interfaced with Courtroom Public Address System.

(4) Analog Audio Recording Device: The analog audio recording device shall provide as a minimum the following features:

- Two (2) audio cassette tapes
- Sequential (manual) or selectable (automatic) cassette recording or playing
- No less than 4 microphone inputs

(5) Digital Audio Recording Device: The digital audio recording device shall provide as a minimum the following features:

- Computer controlled
- Hard disk resident drive (usually resident drive C:) capable of recording no less than 40 hours of court proceedings,
- The ability to automatically log by time/date some events by bar coding and interface with computer court case management systems.)
- Read/write Compact Disc Player/Recorder(Burner).

(6) System Control/Logging Computer: A system control/logging computer shall be provided and installed. The computer shall, as a minimum:

- Interface with the digital recorder system
- Interface with the AOC computer court case management system,
- Automatically log events by bar coding, and
- Control the system.

(7) Audio Mixer: The audio mixer shall adjust every microphone input level throughout a 36-decible range

(8) Bench Conference and Lock Switch: A bench conference and lock switch shall be provided at the Judge's Bench. This switch shall:

- Mute the Courtroom Public Address System sound,
- Interject a masking noise in the courtroom or
- Activate the Noise Canceling System (see following).

(9) Software: The software shall enable the minimum features and capabilities:

- Microsoft Windows Operating System (version as directed by AOC),
- One button record functions
- Automatically log events, by selection with bar coding,
- Interface with AOC Computer Court Case Management System(s),
- Upon closing program it should prompt user to archive or automatically copy (burn) the days court proceedings on a compact diskette (CD), and
- Shall be able to extract and copy any or all of the court proceedings with minimal operator input.

(10) Microphones: The system shall use and incorporate Courtroom Public Address System microphones as described above.

(11) Wiring: The system shall have wiring, in accordance with this Chapter, applicable codes, and manufacturer recommendations, which extends from facility electric power infrastructure.

(12) Cabling: The system shall have cabling, in accordance with this Chapter, applicable codes, and manufacturer recommendations, which extends from facility electric power infrastructure.

(13) Interfaces

- a. Interface with AOC Computer Court Case Management System(s),
- b. Interface with Courtroom Video (Digital) Reporter System: The system shall provide provisions, without equipment modification or replacement, to become (develop into) a Courtroom Video Reporter System, which may be installed in conjunction with this system or may be installed in the future.
- b. Interface with Courtroom Public Address System: As Directed by the AOC Department of Facilities, the system shall interface and incorporate provisions of the Courtroom Public Address System (e.g., Microphones, Speakers, etc.)

D. Noise Canceling System: If necessary, integration of an active noise canceling system to reduce external (street, adjacent building area) noise distractions in the Courtroom. A noise canceling system shall be designed and installed in accordance with AOC Facilities Electronics and Technology Systems guidance on a case-by-case basis.

E. Courtroom Video Reporter System

(1) General: The Courtroom Video Reporter System replaces an in-court Court Reporter to produce a permanent VHS (analog) or CD/DVD (digital) (as directed by the AOC) record of court proceedings and to produce a record for appeals. It is an automated system, which incorporates an analog or digital recording device, as directed by the AOC. Courtroom Video Reporter Systems must capture a complete video and audio record with clarity and without significant inaudibles. All Courtroom Video (analog or digital) Reporter Systems shall be designed and installed so as to use a Courtroom (digital) Audio Reporter System (see above) for audio input.

(2) System Components and Subcomponents: The components and subcomponents of a Courtroom Video Reporter system includes, but is not limited to:

- Analog or Digital Recording Device (as directed by the AOC Office of Facilities),
- Cameras,
- Monitors,
- Control System/Logging Computer,
- Cameras,
- Monitors,
- Microphones,
- Bench Conference and Lock Switch,
- Software,
- Wiring,
- Cabling, and
- Interfaces

(3) System Operation Description: The system is controlled by the Clerk or Judge with the capacity to mute, when the Judge is conferencing at the bench, and has the capability to summon court participants and spectators. Additionally, the system is interfaced with the Courtroom Public Address System.

(4) Analog Recording Device: The analog video recording device shall provide as a minimum the following features:

- Instant replay function that allows a 30-second review of courtroom proceedings with a single button.
- Hq circuitry provides sharp detailed picture.
- Double azimuth 4-head design for optimal resolution, color reproduction and reduced picture crosstalk. A unique tape stabilizer minimizes tape jitter.
- VHS hi-fi stereo features wide dynamic range and frequency response on screen display provides tape remaining indication.
- Digital automatic tracking
- Linear time counter shows tape position in hours, minutes and seconds.
- Video signal-to-noise ratio better than 45dB
- Horizontal resolution better than 240 lines
- Video output 1 volt peak to peak 75 OHMs unbalanced
- Audio hi-fi rotary 2 head system, stereo
- Index marking and search functions
- Audio input –7.5 dB, 47k OHM
- Audio output –7.5 dB, 47k OHM
- Audio frequency response 20Hz to 20kHz
- Audio dynamic range and s/n better than 90 dB
- Audio wow and flutter less than 0.005%
- Hardwire remote control and monitoring connector with internal record monitoring and auto rewind disable
- Conventional audio track is monaural for greater compatibility with older VHS machines.

(5) Digital Recording Device: The digital Video recording device shall provide as a minimum the following features:

- Computer controlled
- Hard disk resident drive (usually resident drive C:) capable of recording no less than 40 hours of court proceedings,
- The ability to automatically log by time/date some events by bar coding and interface with computer court case management systems.)
- Read/write Compact Disc Player/Recorder(Burner).

(6) System Control/Logging Computer: A system control/logging computer shall be provided and installed. The computer shall, as a minimum:

- Interface with the digital recorder system
- Interface with the AOC computer court case management system,
- Automatically log events by bar coding, and
- control the system.

(7) Cameras: There typically are seven (7) cameras. (A greater number of cameras may be used in special situations.) Six of these cameras are semi-permanently mounted in the Courtroom; the seventh is located in the Judge's Office as part of the Chambers Video System. The number and location of cameras are subject to the recommendation and approval of the AOC General Manager of Facilities. If practicable, all courtroom cameras shall be mounted in recesses or otherwise to not distract from the room's aesthetics. **All cameral locations shall be verified by AOC prior to installation.**

a. Typical Camera Views and Locations:

- Camera #1 (C1): Views the Judge, usually from a point in the rear of the Courtroom (behind or adjacent to spectator seating),
- Camera #2 (C2): Views the Witness, usually from a point in the rear of the Courtroom (behind or adjacent to spectator seating),
- Camera #3 (C3): Views #1 Attorney/Client Table, usually from a point in the front of the Courtroom (adjacent to Judge's Bench/Clerk/Witness),
- Camera #4 (C4): Views #2 Attorney/Client Table, usually from a point in the front of the Courtroom (adjacent to Judge's Bench/Clerk/Witness),
- Camera #5 (C5): Views wide area of Litigation Area, usually from a point in the front of the Courtroom (adjacent to Judge's Bench/Clerk/Witness) and bench conferences,
- Camera #6 (C6): Views Lectern, usually from a point in the front of the Courtroom (adjacent to Judge's Bench/Clerk/Witness), and bench conferences, and
- Camera #7 (C7): Views Judge and litigants in Chambers, Judge in Chambers (if Chambers Video System is provided, otherwise provide provisions for Camera #7).

NOTE: Camera mountings shall not conflict with trim or casework. Mountings shall be positioned so as not to cause any modification to trim or casework.

NOTE: Cameras SHALL NOT be installed directly behind or immediately adjacent to the Judge's Bench. Install cameras in as indiscrete locations as possible so they will not be the focal point of the front of the Courtroom. Cameras may be positioned sufficiently to the side of the Judge's Bench and may be installed within casework that matched courtroom decor or may be recessed into the upper walls.

b. Camera Mounting Heights: Unless otherwise approved by AOC Department of Facilities, cameras shall be mounted no less than 7' – 6", but no higher than 8' – 0".

c. Conduit for Cameras: If accessible ceiling is over 14-feet in height, conduit shall be run down through walls and under floor to their termination point.

d. Bench Access to Conduit: As a minimum, Benches, Jury Box, Witness Stand, and Clerk's Station shall be provided removable panels for access to conduit and cabling.

e. Camera description: The cameras shall have, as a minimum the following capabilities and features:

- Resolution – 350 horizontal lines
- Number of pixels – 768h x 494v app. 380,000
- Pick-up device – interline-transfer ccd
- Sensing area – equivalent to ½" tube
- Scanning system – eia standard; 525 lines, 60 fields/sec; 2 : 1 interlace
- Sync system – internal or external switched automatically
- Horizontal frequency – 15,734 Hz
- Vertical frequency – 59.94 Hz
- Lens mount – c mount
- Sensitivity – 2000 lux, f8.0 (3200 deg. K, gain 0)

- Minimum illumination – 3 lux, f1.2 (agc on, shutter off)
- Gain selection - auto 0, +12dB selectable
- Signal-to-noise ratio – better than 48dB (gain 0)
- Power requirement – 12v dc, supplied through dc
- Power connector, 6.3 watts
- Maximum cable length – 2300 feet
- White balance – automatic, set from the camera control unit also manual
- Genlock – requires a 1 volt vbs signal, horizontal phase is adjustable
- Weight – 7 oz +/- . Without lens
- Dimensions – 2.25" (w) x 2" (h) x 3.3" (l)
- Zoom Lens: The picture alignment will be facilitated by a zoom lens. The cameras will be equipped with zoom lenses. A wide-angle zoom lens will be used for the overview camera.

(8) Monitors: There are three (3) areas where monitors need to be viewable; the courtroom, the Judge's chambers (if Chamber's Video System is provided) and the Circuit Court Clerk's. Ideally, if the courtroom has a very large screen, fixed or built-in video screen, it can be incorporated into the Court Reporter System. If not, several large screen monitors will have to be provided.

a. Typical Monitor Types and Locations:

- Courtroom: Either one very large screen monitor viewable by all participants (preferably a projection type system with ceiling retractable or flush wall mounted projector and drop-down viewing screen) in the courtroom, or two or more large screen monitors. Additionally, a small flat-screen monitor is placed on the Judge's Bench for his or her private viewing.
- Judge's Chambers: Two monitors, 13-inch diagonal measurement, or larger. One monitor in the Judge's office, the other in the Court Secretary's area, wall mounted.
- Clerk's Office: One 13-inch diagonal monitor may be positioned in the Circuit Clerk's Office.

b. Monitor Description: All monitors shall be of the flat-screen type unless vendor is directed by AOC to provide CRT-type monitor(s). Monitors shall be reliable and dependable and screen sizes shall be determined by AOC.

(9) Microphones: The system shall use and incorporate Courtroom Public Address System microphones as described above.

(10) Bench Conference and Lock Switch: Using the Courtroom Audio Reporter System's conference and lock switch, the following capabilities shall be provided at the Judge's Bench. This switch shall:

- Mute the Courtroom Public Address System sound,
- Enable the Court Video Reporter System to turn ON the "bench conference camera",
- Enable the Courtroom Video Reporter to "lock" on the current picture, thus preventing the switching of cameras when activated,
- Interject a masking noise in the courtroom or
- Activate the Noise Canceling System.

(11) Software: The software shall enable the minimum features and capabilities:

- Microsoft Windows Operating System (version as directed by AOC),
- One button record functions
- Automatically log events, by selection with bar coding,
- Interface with AOC Computer Court Case Management System(s),
- Upon closing program it should prompt user to archive or automatically copy (burn) the days court proceedings on a compact diskette (CD), and
- Shall be able to extract and copy any or all of the court proceedings with minimal operator input.

(12) Wiring: The system shall have wiring, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(13) Cabling: The system shall have cabling, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(14) Interfaces:

- a. Interface with AOC Computer Court Case Management System(s),
- b. Interface with Courtroom Public Address System: The system shall interface and incorporate provisions of the Courtroom Public Address System (e.g., Microphones, Speakers, etc.)
- c. Interface with Chambers Video System: The system shall interface with Chamber's Video System, if provided.

F. Chambers Video System (Analog or Digital):

(1) General: Judicial (Judge's) Chambers Video System is an extension of the Courtroom Audio/Visual System to produce a permanent VHS (analog) or CD/DVD (digital) (as directed by the AOC) record of court proceedings and to produce a record for appeals. The system gives an individual the ability to monitor the proceeding in a courtroom equipped with a Courtroom Video Reporter System from the judge's chamber as well as to originate proceedings from the chamber. Further, in the private setting of Judicial Chambers, a hearing can be held and the action and sound will be recorded by the record devices in the courtroom. The hearing in this case will not be broadcast to the courtroom.

(2) System Components and Subcomponents: The components and subcomponents of a Chambers Video Reporter system includes, but is not limited to:

- Analog or Digital Recording Device (as directed by the AOC Office of Facilities),
- Cameras,
- Monitors,
- Control Box (System),
- Logging Computer,
- Software,
- Microphones,
- Wiring,
- Cabling,
- Interface to Court Audio Reporter System,
- Interface to Courtroom Public Address System, and
- Interface to Chamber's Video System.

(3) System Operation Description: An appropriate indicator light will be illuminated to indicate that the system is activated. The system is switched to the chamber by use of a Control Box, which also contains the indicator light. Another mode can be selected which will allow the action in the judge's chamber to be broadcast to the courtroom. The operator has the option, therefore, to broadcast or not broadcast to the courtrooms desired. This feature will allow for a private conference in the chamber or a private conference in the courtroom, which can be transmitted to the courtroom. Both types of proceedings can be recorded. This is a one-way conferencing system.

(4) Analog Recording Device: See Paragraph E.(4) above.

(5) Digital Recording Device: See Paragraph E.(5) above.

(6) Cameras: Typically, there is only one (1) camera. A greater number of cameras may be used in special situations. The number and location of cameras are subject to the recommendation and approval of the AOC General Manager of Facilities. If practicable, all cameras shall be mounted in recesses or otherwise to not distract from the room's aesthetics.

a. Typical Camera Views and Locations: As directed by AOC.

b. Camera description: See Paragraph E.(7) above.

(7) Monitors: See Paragraph E.(8) above.

(8) System Control Box: Shall have the capability of operating (starting and stopping of recording).

(9) Logging Computer: See Paragraph E.(6) above.

(10) Software: See Paragraph E.(11) above.

(11) Microphones: Typically, there is only one (1) microphone. A greater number of microphones may be used in special situations. The number and location of microphones are subject to the recommendation and approval of the AOC. Typically the microphone type is Broad (b) type microphone with a 180 degree pickup pattern to facilitate full coverage.

(12) Wiring: The system shall have wiring, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(13) Cabling: The system shall have cabling, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(14) Interfaces:

- a. Interface with AOC Computer Court Case Management System(s),
- b. Interface with Courtroom Public Address System: The system shall interface and incorporate provisions of the Courtroom Public Address System (e.g., Microphones, Speakers, etc.)
- c. Interface with Chambers Video System: The system shall interface with Chamber's Video System, if provided.

G. Stand Alone Video System

(1) General: A stand alone video system provides ability to originate proceedings from a Judge's Chambers, a law library, or other room within a Court of Justice facility. The system produces a permanent VHS (analog) or CD/DVD (digital) (as directed by the AOC) record of court proceedings and to produce a record for appeals. This system is completely separate from a courtroom video system and incorporates its own analog or digital recorders and related components.

(2) System Components and Subcomponents: The components and subcomponents of a Chambers Video Reporter system includes, but is not limited to:

- Analog or Digital Recording Device (as directed by the AOC Office of Facilities),
- Cameras,
- Monitors,
- Control Box (System),
- Logging Computer,
- Software,
- Microphones,
- Wiring,
- Cabling,
- Interface to Court Audio Reporter System,
- Interface to Courtroom Public Address System, and
- Interface to Chamber's Video System.

(3) System Operation Description: A record controller will be incorporated to control and activate the system. The unit has the start button, which starts machines together and incorporates the record confidence lamps for each of the two record machines. Each machine can be monitored separately by use of the video monitor. Audio level displays are further incorporated to monitor the main audio channel for each recording device.

(4) Analog Recording Device: See Paragraph E.(4) above.

(5) Digital Recording Device: See Paragraph E.(5) above.

(6) Cameras: Typically, there is only one (1) camera. A greater number of cameras may be used in special situations. The number and location of cameras are subject to the recommendation and approval of the AOC General Manager of Facilities. If practicable, all cameras shall be mounted in recesses or otherwise to not distract from the room's aesthetics.

a. Typical Camera Views and Locations: As directed by AOC.

b. Camera description: See Paragraph E.(7) above.

(7) Monitors: See Paragraph E.(8) above.

(8) System Control Box: Shall have the capability of operating (starting and stopping of recording).

(9) Logging Computer: See Paragraph E.(6) above.

(10) Software: See Paragraph E.(11) above.

(11) Microphones: Typically, there is only one (1) microphone. A greater number of microphones may be used in special situations. The number and location of microphones are subject to the recommendation and approval of the AOC. Typically the microphone type is Broad (b) type microphone with a 180 degree pickup pattern to facilitate full coverage.

(12) Wiring: The system shall have wiring, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(13) Cabling: The system shall have cabling, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(14) Interfaces: The system shall provide provisions, if so directed by the AOC.

a. Interface with AOC Computer Court Case Management System(s),

b. Interface with Courtroom Public Address System: The system shall interface and incorporate provisions of the Courtroom Public Address System (e.g., Microphones, Speakers, etc.)

c. Interface with Chambers Video System: The system shall interface with Chamber's Video System, if provided.

H. Video Arraignment Systems

(1) General: Video Arraignment Systems are exclusive AOC systems. A Video Arraignment System allows for remote, real-time arraignment and analog or digital recording of individuals located in a facility remote from a Court of Justice Facility from the Court of Justice Facility. This system is a "Teleconference System" (true two-way communication), which connects a courtroom to other facilities (usually a area within a jail for arraignments). Additionally the system shall also be capable of allowing video conferencing with other facilities, such as other Judicial Facilities and the Administrative Office of the Courts. Typically the system, except for conduit and mounting boxes, is installed by AOC. The A-E must coordinate with AOC Electronic Technologies Section to determine areas of responsibility.

(2) System Components and Subcomponents: The components and subcomponents of a Video Arraignment System includes, but is not limited to:

- Analog or Digital Recording Device (as directed by the AOC Office of Facilities),
- Cameras,
- Monitors,
- Control Box (System),
- Logging Computer,
- Quad Splitter,
- Software,
- Microphones,
- Wiring, and
- Cabling.

Figure 8-1. Diagram of Typical Video Arraignment System on following page.

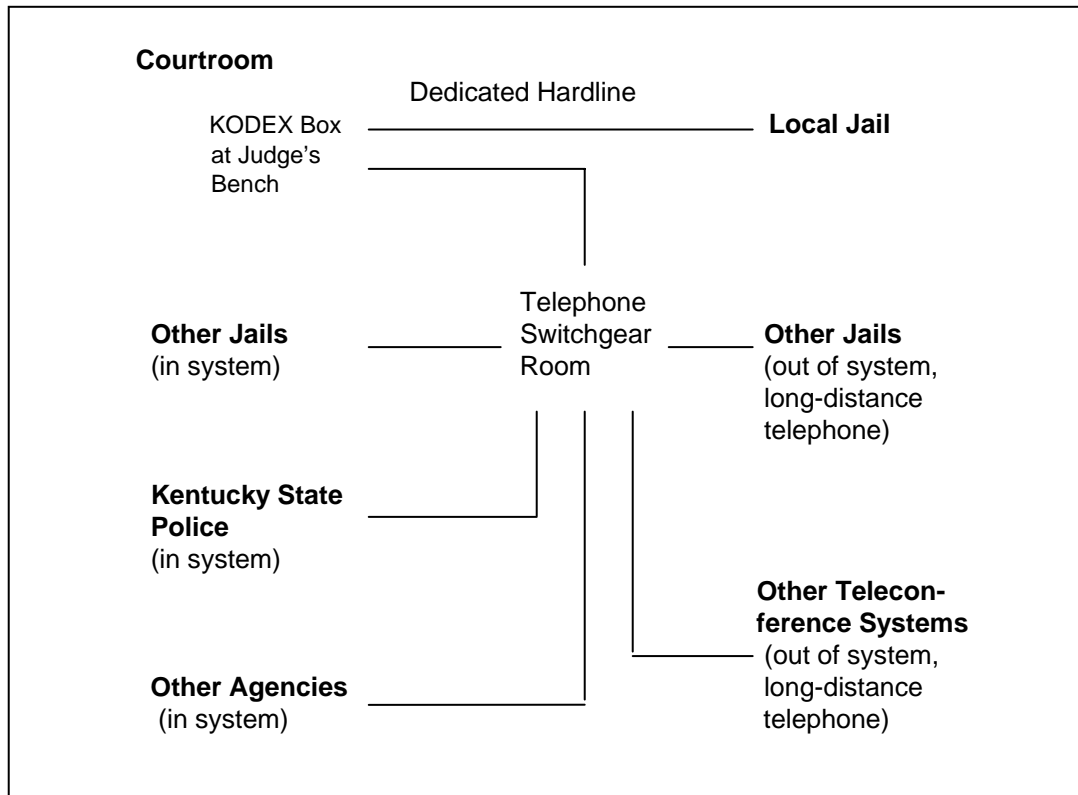


Figure 8-1. Diagram of Typical Video Arraignment System

(3) System Operation Description: For arraignments, a prisoner will observe a video monitor from the courtroom. The court would see the prisoner constantly on the monitor in the courtroom. His audio would be amplified into the courtroom as he spoke. The video for the record would show video from the court and the holding cell as well as audio. The video conference facility must be able to work with any type of signal carrying device such as fiber, microwave, codec, or hard wire.

The operation of this feature would include a single switch on the judge's bench which would enable operation from the video conference. Until the switch is activated by the judge the conference end would only see themselves and would receive no video or audio from the courtroom. If a different operational procedure is desired it should be easily incorporated.

(4) Analog Recording Device: See Paragraph E.(4) above.

(5) Digital Recording Device: See Paragraph E.(5) above.

(6) Cameras: There typically are four (4) cameras. (A greater number of cameras may be used in special situations.) A greater number of cameras may be used in special situations. The number and location of cameras are subject to the recommendation and approval of the AOC General Manager of Facilities.

a. Typical Camera Views and Locations: As directed by AOC. The cameras shall be mounted in such a way as to view all parties of the court proceedings. Camera locations and view shall be coordinated.

b. Camera description: See Paragraph E.(7) above.

(7) Monitors: See Paragraph E.(8) above.

(8) System Control Box: Shall have the capability of operating (starting and stopping of recording).

(9) Logging Computer: See Paragraph E.(6) above.

(10) Quad Splitter: Enables a single monitor to display four (4) separate camera views.

(11) Bench Conference Switch: Using the Courtroom Audio Reporter System's conference and lock switch, the following capabilities shall be provided at the Judge's Bench. This switch shall:

- Mute the Courtroom Public Address System sound,
- Enable the Court Video Reporter System to turn ON the "bench conference camera",
- Enable the Courtroom Video Reporter to "lock" on the current picture, thus preventing the switching of cameras when activated,
- Interject a masking noise in the courtroom or
- Activate the Noise Canceling System.

(12) Software: See Paragraph E.(11) above.

(13) Microphones: Typically, there are four (4) microphones. A greater number of microphones may be used in special situations. The number and location of microphones are subject to the recommendation and approval of the AOC. Typically the microphone type is Broad (b) type microphone with a 180 degree pickup pattern to facilitate full coverage.

(14) Wiring: The system shall have wiring, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(15) Cabling: The system shall have cabling, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(16) Interfaces: The system shall interface with AOC Computer Court Case Management System.

I. Teleconference Systems

(1) General: A Video Teleconference System allows for remote, real-time two-way audio and visual communication and analog or digital recording of individuals located in multiple facilities. Teleconference Systems may be integrated into Video Arraignment Systems.

(2) System Components and Subcomponents: The components and subcomponents of a Video Arraignment System includes, but is not limited to:

- Analog or Digital Recording Device (as directed by the AOC Office of Facilities),
- Cameras,
- Monitors,
- Control Box (System),
- Logging Computer,
- Quad Splitter,
- Software,
- Microphones,
- Wiring,
- Cabling, and
- Interfaces.

(3) System Operation Description: Video teleconference participants will observe (audio and video) each other from their respective locations real-time. The video conference facility must be able to work with any type of signal carrying device such as fiber, microwave, codec, or hard wire. The operation of this feature would include a single switch which would enable operation from the video conference. Until the switch is activated by the remote conference participants cannot observe persons at the sending site.

(4) Analog Recording Device: See Paragraph E.(4) above.

(5) Digital Recording Device: See Paragraph E.(5) above.

(6) Cameras: There typically are four (4) cameras. A greater number of cameras may be used in special situations. The number and location of cameras are subject to the recommendation and approval of the AOC General Manager of Facilities.

a. Typical Camera Views and Locations: As directed by AOC. The cameras shall be mounted in such a way as to view all parties of the proceedings. Camera locations and view shall be coordinated.

b. Camera description: See Paragraph E.(7) above.

(7) Monitors: See Paragraph E.(8) above.

(8) System Control Box: Shall have the capability of operating (starting and stopping of recording, playback).

(9) Logging Computer: Only if Digital System. See Paragraph E.(6) above.

(10) Quad Splitter: If directed by AOC a Quad Splitter shall be installed to enable a single monitor to display four (4) separate camera views.

(11) Software: Only if Digital System. See Paragraph E.(11) above.

(12) Microphones: Typically, there is minimum of four (4) microphones. A lesser or greater number of microphones may be used in special situations. The number and location of microphones are subject to the recommendation and approval of the AOC. Microphone types are tailored for specific installation characterizes.

(13) Wiring: The system shall have wiring, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(14) Cabling: The system shall have cabling, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(15) Interfaces: As directed by the AOC.

J. Dubbing Systems

(1) General: Dubbing systems are used to make analog or digital copies of the proceedings video record for dissemination to the attorneys involved or other interested parties as permitted by operating regulations.

(2) System Components and Subcomponents: The components and subcomponents of a Video Dubbing System includes, but is not limited to:

- Analog or Digital Recording Device (as directed by the AOC Office of Facilities),
- Monitors,
- Control Box (System),
- Software,
- Wiring, and
- Cabling.

(3) System Operation Description: Dubbing systems incorporate the same operational panel as the Courtroom Video (analog or digital) Reporting System. Therefore, it shall incorporate a start button which starts the device and incorporates the random search control for the playback device.

(4) Analog Recording Device: See Paragraph E.(4) above.

(5) Digital Recording Device: See Paragraph E.(5) above.

(6) Monitors: See Paragraph E.(8) above.

(7) System Control Box: Shall have the capability of operating (starting and stopping of recording, playback).

(8) Logging Computer: See Paragraph E.(6) above.

(9) Software: See Paragraph E.(11) above.

(10) Wiring: The system shall have wiring, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(11) Cabling: The system shall have cabling, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(12) Interfaces: As directed by the AOC.

K. Courtroom Presentation (Audio/Visual) System:

(1) General: The Courtroom Presentation Audio/Visual System allows the participants of the court, particularly the Witness and the Jury, to view evidence. This system shall be capable of video (analog or digital), audio and document displays to judicial proceeding participants and spectator and must be “user friendly” and therefore easy to use. The following components typically create Audio/Visual System.

(2) System Components and Subcomponents: The components and subcomponents of a Courtroom Presentation Audio/Visual (A/V) System includes, but is not limited to:

- Monitors
- Document Projection Device
- Video (VHS) Player
- Video (CD/DVD) Player
- Cassette Tape Player
- Audio CD Player
- Control Device
- Interface with Courtroom Reporter (Audio and Video) Video Systems

(3) System Operation Description: The system will allow all parties to view documents, video (analog or digital), audio (analog or digital) presentations to the court. The system shall also have the necessary interfaces to allow Court Audio or Video Reporter Systems to “Capture” any or all parts of a presentation into the official record, at the discretion of the Judge.

(4) Analog Audio Playback Device: Allows audio cassette audio recorded material to be played either to the Judge for preview or to all speaker arrays for evidence.

(5) Digital Audio Playback Device: Allows audio Compact Diskette (CD) recorded material to be played either to the Judge for preview or to all speaker arrays for evidence.

(6) Analog Video Playback Device: Allows VHS video taped material to be played either to the Judge for preview or to all monitors for evidence.

(7) Digital Video Playback Device: Allows digitally (CD/DVD) recorded material to be played either to the Judge for preview or to all monitors for evidence

(8) System Control: Shall have the capability of operating system and its devices from the Judge's Bench or Clerk's Station. Additionally, control of system components may be controlled by a remote controller (remote control device must not interfere with Hearing Impaired/Interpreter Systems).

(9) Software: Provide all software necessary to operate system.

(10) Monitors: The number and characteristics of monitors shall be determined by the AOC. Monitors typically used include:

- Very Large Screen: Ideally, there would be one very large screen with a projection monitor. This screen typically measures at least eight feet across.
- Large Screen Monitors: It may be necessary to have two or more large screen monitors, which the Witness and Jury views. These monitors shall be mounted on heavy-duty, safely pushable, casted stands.
- Judge's Monitor: At the Judge's Bench, provide a small, preferably flat screen monitor, which the Judge can view or preview evidence.
- Clerk's Monitor: If a very large screen is not viewable from the Clerk's Station, provide a small, preferably flat screen monitor, which the Clerk can view evidence.
- Witness Monitor: If a very large screen is not viewable from the Witness Stand, provide a small, preferably flat screen monitor, which the witness can view evidence.

See Paragraph E.(8) above for further descriptions.

(11) Document projection device: This camera system videos photographs, written material, and small objects (exhibits) for projection onto the monitors.

(12) Video Jacks: Provide and install sufficient video jacks at the following locations:

- Wall opposing Jury Box.
- Jury Box Modesty Rail
- Divider Rail between Litigation and Spectator Areas.
- Judge's Bench
- A/V Room

(13) Optional Transcription capability (Analog Only): The standard VCR shall be set up with a foot-pedal for transcription purposes. The unit incorporates real time numbers to facilitate location of a segment of the record. The foot pedal has a triple action switch which will activate the play, the pause and the reverse scan functions of the VCR. A special logic board in the foot pedal unit will cause the unit to backspace when the pause pedal is activated. This will prevent skipping the words when the VCR is started again. Also, a review pedal is incorporated. By pressing the review pedal once the unit will reverse play for a preset distance and then resume play. If the pedal is held the unit will continue to reverse play until released for a variable review time. The continuous reverse play feature is incorporated in the pause pedal as well. The transcription unit further incorporates a monitor and headset.

(14) Optional Clear Com capability: This option will interface with the courtroom system, placing the witness, attorneys, and witness care person out of the courtroom. Utilizing the chamber option the judge, jury and defendant will remain in the main courtroom. (this communication will be recorded on the trial tape). The defendant will have private communications with his attorney at all times. This communication will not be recorded and must be private, utilizing headsets. A call light illuminates to attract your attention when another station, connected to the same channel, activates the call signal. In locations where dc power is not convenient, a portable battery pack (12 volts) and terminating network will be furnished.

(15) Wiring: The system shall have wiring, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(16) Cabling: The system shall have cabling, in accordance with this Chapter (above), applicable codes, and manufacturer recommendations, which extends from the facility electric power infrastructure.

(17) Interfaces: As directed by the AOC

L. Courtroom Information System(s):

(1) General: Every participant of the court proceedings must have ADP access. Consideration for technology advances must be considered when designing ADP access. Conduits and/or raceways of sufficient size and convenience shall be used to ease the inevitable upgrade or replacement of the originally designed system. The conduits and raceways shall be sized 150-percent of their current required size and shall terminate in the Audio/Visual Room.

(2) Locations of Outlets and Controls: The courtroom's IS system supports both voice and data. The location of its outlets and controls are as follows:

- Wall opposing Jury Box.
- Jury Box Modesty Rail
- Divider Rail between Litigation and Spectator Areas behind the Attorney Tables.
- Any open wall of the Litigation Area.
- Judge's Bench
- Clerk's Station (two outlets)
- Court Reporter's Station
- Bailiff's Station
- A/V Room (also location of Multiplexer/Control)

8-10 Automatic Data Processing (ADP)

A. General: The Administrative Office of the Courts will provide and install all ADP equipment for Court of Justice Facilities. As part of the construction of the facility, ADP infrastructures shall be designed and installed. Close coordination with the AOC General Manager of Information Services is required in the development of plans for the facility.

B. Infrastructure Requirements:

(1) Data Outlets: As a minimum, two (2) wired Category 6 Data Cables and Outlets shall be provided for each Telecommunication Outlet.

(2) Data Outlet Terminations: All Data Terminations (ends) shall be Lucent, or approved equal (General Manager of Information Services or his or her designee must approve any equals) and Orange in color.

(3) Electronics Room Terminations: All Data Cable Terminations must terminated to Category 6 punchdown panel on floor mounted rack (See Paragraph 8-6B above).

(4) Numbering: All Data Terminations(ends) and outlets shall be numbered on each termination (ends).

(5) Termination Locations: All Data Cable Terminations shall be located at an appropriate point within Telecommunication Rooms.

(6) Multi-Floor Terminations: If Terminations are located in more than one area (room) on differing floors or different floors, provide terminated and labeled (see (3) above) two (2) Category 6 Wires for interconnection between the differing locations.

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Chapter 9. Energy Conservation

9-1 General

It is the intent of the Court of Justice to design, construct and operate the most reasonably energy efficient facility with proven, effective, and efficient components and systems. These aspects shall, when practicable and durable, include recycled materials and high efficiency thermal and moisture protection features, and fuel efficient electrical and HVAC components as well as the concerns detailed in the following. It is the designer's (A-E's) responsibility to propose and/or incorporate such provisions into the design of COJ facilities (Design Phases A, B, & C) as well as to insure such provisions are functioning as intended in the completed facility (Design Phase D). Because it is the responsibility of the A-E from the onset of a project until project completion to adhere to this publication's standards, no further accreditation or similar services from another vendor is required.

It is the COJ's consideration, if the standards herein are applied and adhered to by the AOC and the design professionals, construction projects shall result in the most durable, maintainable, efficient, and effective facilities possible within the state.

9-2 Passive Solar Energy Conservation

Functional areas should, where feasible, be designed and oriented to make use of the principles of passive solar energy design, but specific passive solar features (other than those recognized specifically, herein) would have to be justified on a life cycle cost basis (retained at state and not to be submitted to AOC) demonstrating a payback in 25 years or less before State support could be obtained. Buildings should be located to utilize winter sun, prevailing winds, and natural landforms. Landscaping and planting should be utilized for shade from summer sun and to block winter winds. If multiple features are proposed, a separate study need not be prepared for each, but the cost for individual items should be separated within the study. Features that are suggested for consideration at facilities and which may prove to be cost effective include:

- Plantings.
- Enclosed unheated vestibules at high use entries/ corridors (main entrance and those used as access to parking areas).
- Screens (including screen walls), shutters and louvers.
- Earth berms against the exterior walls.
- Coatings on external glass.

9-3 Building Envelope

A. Wall Insulation: The exterior building walls should be insulated to obtain a heat transmission factor (as stated in Table 5-1) for the gross wall value. Achievement of these values will require a comprehensive approach in determining the sizing and location of glazed openings, the glazing system(s) to be used, heat loss at door openings (including use of enclosed vestibules at primary entrances), and the characteristics of the insulation to be used in the roof and the opaque wall section(s). As discussed elsewhere, herein, the calculations used to verify that the proposed wall systems target U-Value has been

achieved, they must be submitted to AOC with the preliminary design (35% completion of contract documents).

B. Roof Insulation: Also as noted in Chapter 5, the roof assembly should be insulated to obtain a heat transmission factor of Table 5-1. Calculations concerning this system that will also be submitted to AOC along with the Phase B design documents.

C. Doors and Windows: Openings should be sized and located to strike an appropriate balance between energy conservation and functional usage. As noted in Chapter 5, double/triple glazing or insulated glass should be used, thermal breaks should be provided in the metal frames, and heat absorbing tinted glass or reflective glass should be used where appropriate. All exterior doors are to be insulated.

D. Vestibules: Air locks/vestibules should be used at the main entrances (both public and staff) and at all corridor entrances/exits leading to parking areas.

E. Earth Embankments and Berms: Embankments and berms may be used where appropriate, provided such usage does not involve an excessive amount of retaining wall type construction at entrances/exits.

F. Weather Stripping and Caulking: Use these items to reduce air infiltration. Insure that materials specified are very durable.

G. Building Shape: The building should be shaped with as low an exterior surface as practical and economical to reduce heating and cooling costs.

9-4 HVAC Equipment

A. Heating System Fuel Selection/Type: See paragraph on Heating (6-4B). Additionally, the designer should consult the local power service providers to determine whether or not any special consideration (including additional funding or reduced costs for equipment) is offered for energy conservation.

B. Features Which Shall Be Provided include:

- A programmable (timer) building management system with a capability to preset the appropriate temperature level for occupied/unoccupied usage of the various zones.
- An outdoor temperature sensing control to automatically shut off the heating system when the outdoor temperature reaches or exceeds sixty-five degrees Fahrenheit (65°F).
- Door closers, where needed, may be installed on exterior and interior doors.
- Non-Operable windows.
- Low leakage dampers.

C. Features Which Should Be Considered, if economical, include:

- Multiple boilers.
- Destratification fans in limited use, large and tall areas (e.g., Courtrooms, large hearing rooms, etc.).
- Exhaust hood that supplies untempered make-up air through an outer jacket of the exhaust hood so only a limited amount of heated room air is exhausted.

9-5 Domestic Hot Water

A. Features Which Shall Be Provided include:

- Flow restrictors in showerheads.
- Low flow aerators in kitchen and lavatory faucets.
- Separate water heaters for areas serving full-time occupancy.

B. Features Which Should Be Considered, if economical, include:

- Outdoor temperature reset control for the water heating systems (to vary water temperature inversely with outdoor temperature).
- Time clocks on water heaters serving main toilets and showers.
- Automatic lavatory faucets in public, high use restrooms.

9-6 Lighting

A. Interior: High-efficiency (High pressure sodium or metal halide) fixtures should be used in the tall open areas (with a separate fluorescent "night light" system), as stipulated elsewhere, herein. Design lighting intensity levels should be established to develop a maintained intensity level approximately equal to the intensity at task level stipulated elsewhere, herein. Energy efficient florescent fixtures with electronic ballast and T8 tubes are authorized.

B. Exterior: High-pressure sodium or metal halide fixtures, with photoelectric and time clock controls as stipulated elsewhere, herein, should be used.

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APPENDIX A - References

1. Kentucky Court of Justice Rule of Administrative Procedure Part X. Section II., Court Facilities Criteria.
2. Kentucky Court of Justice Standard (Facility) Memorandum of Understanding (MOU).
3. Rule of Administrative Procedure of the Court of Justice Part X, Section III., Facilities Design and Construction.
4. Rule of Administrative Procedure of the Court of Justice Part X, Section IV., Facilities Management.
5. The Courthouse, A Planning and Design Guide for Court Facilities, National Center for the Courts.
6. Commonwealth of Kentucky Finance and Administration Cabinet Standard Architect's/Engineer's Contract.
7. American Institute of Architects Standard Forms of Agreement.
8. R.S. MEAN Construction Cost Data (current edition).
9. Legislative Research Commission's Inflation Factors.

Appendix B – Terms, Abbreviations, and Statutes

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| Section I. Terms and Abbreviations | page B1 |
| Section II. Summary of Commonwealth of Kentucky Statutes | page B13 |
| Section III. Summary of Federal Statutes | page B23 |

SECTION I. Terms and Abbreviations

Abandonment: Surrender of property rights with no intention of reclaiming them. Mere nonuse is not necessarily abandonment.

Addenda: Written or graphic instruments issued prior to the execution of the Contract, which may modify or interrupt the bidding documents by addition, deletion, clarifications, or corrections.

Acquired Lands: Lands owned by the Local Agency or the Commonwealth of Kentucky Court of Justice, obtained by purchase, donation, or condemnation.

Acquisition: Real property acquired by purchase, condemnation, donation, new construction, exchange, or assignment/ reassignment by the Local Agency or by the Commonwealth of Kentucky Court of Justice.

Acts of Nature (AON): Elements of nature; such as severe storms, tornadoes, wild fires, mudslides, earthquakes, which cause unanticipated damage to facilities.

Adaptation: The labor and materials required to render existing primary and/or supporting facility(ies) useable for existing, proposed, or new occupant(s) with changed and/or enhanced functions and/or capabilities. Adaptations are projects which change the capability of the primary and/or supporting facility(ies). Minor adaptations are valued at less than 20-percent of the replacement cost of the facility. Major adaptations are valued from 20 to 60-percent of the replacement cost of the facility. Adaptations with costs greater than 60-percent must be considered for new construction.

Add-Alter (Add/Alt): The materials and labor to enlarge (see Addition) an existing facility and alter (see Adaptation) the existing facility so as to render a single functional facility.

Addition: The labor and materials required to enlarge an existing facility. An addition becomes part of the existing facility and increases the available space for existing, new, or proposed Court of Justice occupants.

Additive Alternate: See Alternate.

Administrative Procedure (Court of Justice Rules of “Administrative Procedure”) (AP): Court of Justice Rules of Administrative Procedure have the force and effect of law.

Administrative Office of the Courts (AOC): The Judicial Branch of government’s administrative agency, which administers judicial programs, operations, personnel, facilities, and projects.

A-E: Architect-Engineer

Ambient Air Quality Standards: Standards established on a state or federal level that define the limits for airborne concentrations of designated criteria pollutants (nitrogen dioxide, sulfur dioxide, carbon monoxide, ozone, lead), to protect public health with an adequate margin of safety (primary standards) and public welfare, including plant and animal life, visibility, and materials (secondary standards).

Annex: A building that does not share a common wall or structure with a primary building (e.g., courthouse), but houses staff and activities, which are part of the primary building’s function(s). Annexes may or may not be connected with walkways, covered, and/or enclosed connectors.

Annexation: A procedure by which a municipality, such as a city, town, or village, incorporates land within the corporate limits of the municipality.

Annual Funding Guidance (AFG): The guidance concerning the O&M of the Memorandum of Understanding (MOU) that Local Agencies receives from AOC as detailed in the Real Property Management Guide.

Alternate or Additive Alternate: An amount stated in the bid to be added or deducted from the Base Bid.

AOC: Administrative Office of the Courts.

AOC Design Services: Should a Design Service Provider fail to meet AOC expectations, project design schedules, design guidance, provisions of the Program Document, and/or Court of Justice Rules of Administrative Procedure, the AOC General Manager

of Facilities may execute design work either with AOC Staff or another Design Service Provider, at the cost of the Design Service Provider.

AOC General Manager of Court Facilities: A representative of the Chief Justice of the Supreme Court and the Director of the Administrative Office of the Courts who is authorized to take certain actions involving real property under the jurisdiction of the Judicial Branch (Court of Justice). The AOC General Manager of Facilities, within the Judicial Branch, is responsible for the development, operations and maintenance of Judicial Facilities as partially detailed in the Court of Justice Rule of Administrative Procedure Part X. This title (General Manager of Facilities)

AOC Director of Budget and Policy: A representative of the Chief Justice of the Supreme Court and the Director of the Administrative Office of the Courts who is responsible for budget and policy for the Court of Justice Administrative Office of the Courts.

AOC Project Coordinator: See Project Coordinator.

AP: Rule of Administrative of Procedure of the Court of Justice.

AP Part X: Rule of Administrative Procedure Part X.

Architect: A person, company, or corporation practicing architecture as defined in KRS 323.010;

Architect-Engineer (A-E): The architectural or engineering firm, which prepares or has prepared the drawings and specifications as th Design Service Provider in accordance with Rule of Administrative Procedure Part X. Also refered to as the Design Service Provider.

Architectural Services: Any professional service involved in the practice of architecture as defined in KRS 323.010;

Artifact: Any product of human cultural activity; more specifically, any tools, weapons, artworks, etc., found in archeological contexts.

Asbestos: A carcinogenic substance formerly used widely as an insulation material by the construction industry and often found in older buildings.

Attainment Area: An area that meets the National Ambient Air Quality Standards for a criteria pollutant under the Clean Air Act or meets state air quality standards.

Backlog of Maintenance and Repairs (BMAR): Nonrecurring maintenance and repair needs which are not executable within the local agency or the Court of Justice budget.

Base Bid: See Bid.

Best Value: The procurement in which the decision is based on the primary objective of meeting specific requirements that are in the best long-term interests of the Court of Justice. These decisions shall be based on objective and quantifiable criteria as the result of Value Engineering.

Bidder: One who submits a bid directly for the work described in the bidding documents.

Bidding or Bid Documents: Include the Notice to Contractors, Advertisement to Bid, Instructions to Bidders, Bid Form (Form of Proposal), and the proposed Contract Documents, including any Addenda issued prior to receipt of bids. The Contract incorporates by reference pertaining to Court of Justice Rules of Administrative Procedure.

Bid or Base Bid: The sum stated in the Bid Proposal for which the bidder offers to perform the work described in the specifications and as detailed on the plans.

Board: See Project Development Board.

Building Construction, Permanent: A building suitable and appropriate to serve a specific purpose for a maximum period of time (minimum 60 years) and with a minimum of maintenance, repairs, adaptations, upgrades, or additions.

Building Construction, Semipermanent: A building suitable and appropriate to serve a specific purpose for a limited period of time (less than 60 years and more than 10 years) with a moderate to high degree of maintenance.

Building Construction, Temporary: A building suitable and appropriate to fill a need for a short period of time (10 years or less) without regard to degree of maintenance. The designs and details of a "temporary facility" should provide minimum facilities with maximum initial economies.

Capital Projects Tracking System (CPTS): An Administrative Office of the Courts (AOC) web-based program which provides a means to monitor, track and report financial and budgetary data related to the cost of construction of new judicial capital Projects (Projects).

Certification of Payment: The Owner's Progress payment Forms.

CFSC: Court Facilities Standards Committee

Change Order: A written order to the Contractor approved by the Project Development Board and the AOC General Manager of Facilities and the AOC budget director issued after the execution of the

contract, authorizing a change in the work or an adjustment in the contract sum or the contract time. All proposed changed orders must be tendered with AIA Standard Documents G710 or G701/CMA with accompanying Court of Justice Change Order Supplement (See Appendix E.)

Change Directive: A verbal or written order which does not cause a deviation in the construction or design budget. It is processed and approved the same as a Change Order. (See Change Order above)

Civil Service: Persons employed by a tax-supported agency or organization.

Close: All Court of Justice functions will cease or be relocated. The entire facility will be exsessed and the property disposed if owned by the Court of Justice.

CM: Construction Manager

Condemnation: Acquisition of real estate through conversion to public use under the right of eminent domain. The acquisition of real estate not being offered for sale that is necessary for government operations by its superior ("eminent") authority over the land ("domain"). Condemnation results in passage of title and land to the government with or without the consent of the landowner, but with just compensation paid to the landowner. The purchase price is determined during the condemnation proceedings.

Court Facilities Standards Committee (CFSC): The committee which oversees Court of Justice projects. Approval shall be obtained from this committee prior to proceeding from Phase A design.

Court of Justice Rules of Administrative Procedure (AP): Court of Justice Rules of Administrative Procedure have the force and effect of law. AP is usually followed by the Part of the rule, such as AP Part X.

Consent: A grant of permission over lessor interest lands. Where the government has a lessor interest, normally the government will consent to the granting of an easement by the owner of the underlying fee, subject to whatever conditions are required to protect the government's interest; consideration is not required.

Consideration: Compensation or an equivalent (such as money, material, or services) that is given for something acquired or promised. This may be the appraised fair market value of the real property; or may include protection of the real property against loss by fire, water, or other causes; or any mutually agreeable arrangement that does not conflict with governing statutory limitations.

Construction: The erection, installation, or assembly of a new facility; the addition, expansion, extension, alteration, conversion, rehabilitation, restoration, or replacement of an existing facility; or the relocation of a facility from one location to another. This includes equipment installed and made a part of such facility and related infrastructures, utilities, site preparation, excavation, filling, and landscaping, or other land improvements. For approval purposes, costs of such a project include all AOC funded costs, required for project completion.

Construction Manager (CM): The person or entity that provides on-site coordination and services as outlined in the Rule of Administrative Procedure Part X titled Real Property Management, Section I program Development. The Construction Manager means the Construction Manager or authorized representative.

Consultant: A highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring the success of the finished work.

Contaminated Area: An area where there are known or suspected EPA-listed contaminants, regardless of type.

Contamination: The presence of EPA-listed contaminants. Also, the presence of biological, radioactive, toxic-chemical, or hazardous substances (as defined in "CERCLA", Section II of this Appendix) at levels that may present a public hazard or exceed applicable regulatory standards.

Contract: The bid price offer of the Contractor as officially accepted by the Owner or Owner's Agent, evidenced by the executed Owner/Contractor Agreement of contract. When executed, the Contract becomes the legal relationship, duties, and obligations between the Owner and the Contractor as evidenced by the Contract Documents for the Project.

Contract Completion Time: The number of calendar days or a calendar date between the Date of Commencement and the dates set for Substantial Completion and Final Completion of the Work, including any adjustments thereto, all as established in the Contract between the Owner and Contractor.

Contract Documents: The Agreement between the Owner or Owner's Agent and Contractor, the Performance and Payment Bond, the General, Supplemental and Special Conditions, the Drawings, the Specifications, all Addenda issued prior to and all modifications and Change Orders issued after execution of the contract. The Contract Documents define the contract and include all items necessary for the proper execution and completion of the work. The Contract Documents are complementary. Whatever is required by one shall be as binding as if required by all.

Contract Sum: The sum stated in the contract including any authorized adjustments thereto; it is the total amount payable by the Owner to the Contractor for the performance of the work under the contract documents.

Contractor: A person, company, or corporation with whom the Owner or Owner's Agent has executed the contract or may be one whose sole undertaking is the sale of materials.

Contractor Furnished - Contractor Installed (CFCI): Equipment or components of a system purchased, furnished, and installed by the Contractor.

Conversion: A permanent change in the functional use of all or part of a building.

Council on Environmental Quality (CEQ): Established by the National Environmental Policy Act (NEPA), the CEQ consists of three members appointed by the President. CEQ regulations (40 CFR Parts 1500-1508, as of July 1, 1986) describe the process for implementing NEPA, including preparation of Environmental Assessments and Environmental Impact Statements, and timing and extent of public participation.

Courts Equipment: Courts Equipment is any equipment issued, or purchased, by the AOC to a Local Court(s) pursuant to applicable, court specific need.

Court Facility: A structure (Primary Facility) that houses one or more functions of the Court of Justice. It includes adjacent or supporting structures (Supporting Facilities) and improvements. (See: Primary Facility and Supporting Facilities)

Court of Justice (COJ): The Judicial Branch of the Commonwealth of Kentucky.

Courts Supplies: Courts Supplies are any supplies issued or purchased by the AOC to a Local Court(s) pursuant to applicable, court specific need.

Criteria: Defines the scope of work, which includes the amount of space or provision to support a specified function or person. See Rule of Administrative Procedure Part X, Section II, Court Facilities Criteria for "Court of Justice" facilities' criteria.

Cultural History: The archeological sequence of cultural activity through time, within a defined geographic space or relating to a particular group.

Cultural Resource: Prehistoric or historic district sites, buildings, objects, or any other physical evidence of human activity considered important to a culture, subculture, or community for a scientific, traditional, religious, or other reason.

Cumulative Effects: In NEPA, impacts on the environment that result from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (federal or nonfederal) or person undertakes such other actions.

Daily interest: The total interest divided by the number of days in the first coupon, each month is calculated as thirty (30) days and an assumed year of three hundred sixty days (360).

Date of Commencement: The date specified in the Work Order as the date upon which the Contractor is authorized to begin work.

Declaration of Taking: The document filed by the AOC with a court of competent jurisdiction to obtain specified rights, title, or interest in property. Upon filing of the Declaration of Taking and making a deposit of money (appraised value of the property) with the court, title vests in the state government.

Design Service Provider: The architectural or engineering firm, which prepares or has prepared the drawings and specifications as the Design Service Provider in accordance with Rule of Administrative Procedure Part X. Also referred to as the Architect-Engineer (A-E).

Determination of Availability: A written report stipulating that a certain kind or type of real estate that is not currently being utilized, but is not excess to the needs of the controlling command or agency, is available for Court of Justice use.

Developed: Descriptive term applied to land, a lot, a parcel, an area that has been built upon, or where public services have been installed prior to residential or commercial construction.

Direct Costs: Direct materials, direct labor, subcontract costs, and other miscellaneous costs such as bonding and equipment rentals, that are directly related to and can be specifically attributed to an individual contract.

Direct Expenses: All items of expenses directly incurred by or attributable to a specific project, assignment, or task that is directly related to and can be specifically attributed to an individual contract.

Director: Director of the Administrative Office of the Courts. The title of the position within the Judicial Branch of Government responsible for the administrative operations of the Court of Justice.

Disposal: Any authorized method of permanently divesting the accountable agency from control and responsibility for real property or an interest therein.

Diversion: A temporary change in the functional use of all or part of a building, involving no major structural changes or modifications.

Drawings: The graphic and pictorial portions of the Contract Documents, wherever located and whenever issued, showing the design, locations, and dimensions of the work, generally including plans, elevations, sections, details, schedules, and diagrams.

Dominant Estate: The land that is served or benefited by the existence of an easement on some other land.

Donation: Acquisition of real estate through free gift to the Local Agency or to the Commonwealth of Kentucky.

Easement: An agreement that grants use of real property for specified purposes for a specific term or in perpetuity for purposes and conditions upon which a public or private agency or individual may grant easements affecting its property. These limitations, plus the fact that the grantor is not excluded from such use of the real property involved, as will not interfere with the grantee's use, normally distinguishes an easement from a lease.

Easement Appurtenant: The right of an owner of real estate to use part of another owner's land.

Easement in Gross: The right of a person, whether or not an owner of real estate, to use part of another person's land.

Enclave: A section of facility, that is not owned or operated by the Court of Justice, that remains as a Court of Justice function.

Encroachment: An unauthorized invasion of a fixture, building, or other improvement onto another person's property.

Endangered Species: A species that is threatened with extinction throughout all or a significant portion of its range.

Engineering Services: Any professional service as defined in KRS 322.010(4) and (5).

Environmental Assessment (EA): A document which may be required to identify environmental impacts of a project.

Environmental Checklist (ECL): A document which identifies potential environmental impacts of a project.

Environmental Impact Statement (EIS): A document required of federal agencies and federal-funded activities by NEPA for major projects or legislative proposals significantly affecting the

environment. A tool for decision making, the EIS describes the positive and negative effects of the undertaking and lists alternative actions.

Equipment-in-Place: A special category of property consisting of capital equipment (non-consumable personal property that possesses a capital nature and is classified as nonexpendable) and other nonexpendable supplies of a movable nature that are not affixed as an integral part of the facility and may be removed without destroying or reducing the usefulness of the facility (e.g., electric generators, gas cylinders).

Excess real estate: Any real property that is no longer required by a controlling command or agency to perform its assigned mission.

Excessing (noun): The process of determining that real estate is not needed by the Court of Justice.

Excessing (verb): Reporting excess property to the disposal agency for disposal.

Exchange: Acquisition of real estate through transfer of equally valued property.

Existing Facilities: Facilities (primary and supporting facilities) which may be currently used by the Court of Justice.

Extra Work: Work not part of the existing Contract Documents which is being added to the Contract by Change Order.

Facilities: Any interest in land and structure or complex of structures together with any supporting road and utility improvements necessary to support the functions of a Court of Justice activity.

Facility Construction: Facility construction includes the acquisition, construction, expansion, rehabilitation, and conversion of facilities for use by the Courts.

Facilities Inventory Program (FIP): The AOC database which defines location, occupants, size, and characteristics of a facility. Also, it provides data for future year budgeting. Currently the FIP uses Archibus facilities management software.

Facility, Active: A facility currently in use by the Court of Justice.

Facility, Inactive: A facility not in current use, but controlled by the Court of Justice.

Facility Needs: The nature and scope of a facility required to support a function(s) at a specific point in time.

Facility Restoration Program (FRP): A program established by the AOC to meet requirements of

CERCLA and SARA (as defined in Section II of this Appendix) that identifies, assesses, and cleans up or controls contamination from past hazardous waste disposal practices and hazardous material spills.

Fair Market Value: The highest price estimated in terms of money that a property will bring if exposed for sale in the open market allowing a reasonable time to find a purchaser who buys with knowledge of all the uses to which it is adapted and for which it is capable of being used. It is often referred to as the price at which a willing seller would sell and a willing buyer would buy, neither being under abnormal pressure.

Fee Owned: Real property for which the Commonwealth of Kentucky has all right, title, and interest rather than a partial interest.

Field Order: A written order issued by the A-E which clarifies or interprets the Contract Document, or orders minor changes in the Work which do not require a Change Order. (also see: Written Order)

Final Completion: The Work is acceptable to the AOC General Manager of Facilities under the Contract Documents and the Contract is fully performed in accordance with the terms and conditions of the Contract Documents and the entire payment balance due the Contractor is due and payable,

Final Completion Date: Thirty (30) calendar days from the date established for Substantial Completion.

Fixture: Property affixed to walls, floors, and/or ceiling that is so related to real property that a real property interest arises in it (e.g., installed furnace, casework, judges benches, plumbing fixtures, etc.). Does not include building materials.

Funds: The terms "AOC funds" or "AOC costs" refers to funding or use of funds appropriated by the General Assembly.

Furnish: Supply and deliver to project site, ready for unloading, unpacking, assembly, installation, etc., as applicable in each instance, except as otherwise defined in greater detail.

GC: General Contractor.

General Manager: General Manager of Facilities (AOC). See AOC General Manager of Facilities.

Goods (Durable & Non-Durable): Durable Goods: Non-supply (consumable) Items or equipment used to create necessary work environments. Examples of Durable Goods for facility-related activities primarily include construction materials, repair parts and tools. Non-Durable Goods: Non-supply items required for the operation of the facility. Examples of Non-Durable

goods includes; air-filters, light bulbs, extension cords, work clothing, etc.

Goods and Services: The execution of work that requires both goods (durable and non-durable) and services. Examples of goods and services includes; repair work, maintenance, rehabilitation of facilities work, painting, minor construction, etc.

Hazard Ranking System: A system that provides a uniform method of scoring or ranking of the potential risk of a facility site where a hazardous substance has been present. EPA developed the HRS to prioritize its cleanup efforts. EPA evaluates the draft HRS packages and proposes any facilities scoring 28.5 or higher for inclusion on the National Priorities List (NPL). Facilities listed on the NPL receive the highest priority for cleanup.

Hazardous Substance: A substance or mixture of substances that poses a substantial present or potential risk to human health or the environment; any substance designated by EPA to be reported if a designated quantity of the substance is spilled in the waters of the United States or otherwise released into the environment.

Hazardous Waste: A waste or combination of wastes that, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious irreversible illness, or may pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. Regulated under the Resource Conservation and Recovery Act.

Hazardous Waste Accumulation Area: An area that may store a hazardous substance for up to 90 days.

Hazardous Waste Storage Area: An area that may store a hazardous substance for up to one year.

Hold Harmless Agreement: Provides an indemnification whereby a private party agrees to be financially liable for damages resulting from injuries to persons or damages to property arising from governmental activities or other causes.

Holding Agency: The State or Local agency with accountability for property.

Host: A state or local agency that has management control of facilities and that provides services and/or facilities to another state or local agency.

Improvements: Construction activities amounting to more than repair or replacement and costing labor or capital (e.g., walls, fixtures, cabinetry, buildings, pavements, roads, fences, landscaping, and other

structures more or less permanently attached to the property).

Incremental Purchasing/Construction/Projects: The purchasing of Supplies, Goods, Services, and Goods and Services in parcels in which each parcel does not render a complete and useable function. The incremental development of a function or a project in order to remain below purchasing limits is strictly prohibited.

Infrastructure (external): The basic installations and facilities on which the continuance and growth of a locale depend (roads, utilities, power plants, transportation, and communication systems).

Infrastructure (internal): The basic systems required to render a facility fully operational (ADP cabling, telecommunications cabling, video cabling, etc.).

Ingrants: Property acquired for use by lease, license, or permit.

Install: Operations at project site including unloading, storage, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, furnishing, curing, protecting, cleaning and similar operations, as applicable in each instance.

Installed Building Equipment: Items of equipment and furnishings, including materials for installation thereof, which are required to make the facility usable and are attached as a permanent part of the structure (e.g., air-conditioning system, elevators, fixed fire protection system).

Installer: The entity (person or firm) engaged by Contractor or its subcontractor for performance of a particular unit of work at project site, including installation, erection, application and similar required operations. It is a general requirement that such entities (Installers) be expert in operations they are engaged to perform.

Invitation for Bids: All documents, whether attached or incorporated by reference, utilized for soliciting bids in accordance with the procedures set forth in the Program Development component of the Court of Justice Real Property Management Standards.

Judicial Branch: The Judicial Branch of Government (other branches are Executive and Legislative). The head elected officer of the Judicial Branch is the Chief Justice of the Supreme Court.

Lease: An agreement that grants exclusive possession and use of a definite and certain parcel of land and/or buildings or other property, or part thereof, for a specified period of time, revocable at will or as otherwise provided in the agreement, in consideration of a return of rent.

Legislative Jurisdiction: The authority to exercise police power over an area.

Level repayment schedule: means a repayment schedule in which the combined amount of principal and interest payments, per fiscal year, for each issue of bonds remains relatively constant (ideally the difference between the lowest fiscal year payment and the highest fiscal year payment is within \$5,000) over the life of the issue.

Local Public Agency: Also referred to as "Local Agency" shall have the same meaning given in KRS 45A.345.

Local Agency: See Owner

License: A license is a bare authority to do a specified act or acts upon the property of the licensor without acquiring any estate. The principal reason for a license is to authorize an act. If there is no license, the act is a trespass.

Life Cycle Cost Analysis: An analysis of the economic feasibility of a feature or system which results in a determination as to whether any increase in initial construction cost due to inclusion of the feature or system would be recouped during its lifetime by decreases in operating and/or maintenance costs, when calculated in discounted dollars and using documentable current local fuel cost and escalation forecasts as prepared by the Legislative Research Commission.

Maximum annual repayment amount: The maximum aggregate total of annual payments for all bonds issued for a particular project.

Memorandum of Understanding (MOU): an agreement between the Court of Justice and the Owner required prior to submission of a project for Legislative funding consideration.

Mitigation: A method or action to avoid, minimize, rectify, reduce, or compensate for program or project impacts.

MOU: See Memorandum of Understanding

N/A: Not applicable.

National Pollutant Discharge Elimination System (NPDES): A provision of the Clean Water Act that prohibits discharge of pollutants into waters of the United States unless a permit is issued by the Commonwealth of Kentucky for the EPA.

Native Americans: Used in the collective sense to refer to individuals, bands, or tribes that trace their ancestry to indigenous populations of North America prior to Euro-American contacts.

Non-Courts Facilities: All facilities which are not supported with AOC funding.

Non-Excess Property: Property required for an agency mission but proposed for sale to obtain proceeds in an amount sufficient to fund acquisition or replacement land or facilities.

Non-Proprietary: See Proprietary.

Nonusable Condition: Used to describe a facility as unserviceable, because it has deteriorated to the extent that it needs extensive restoration or it is a danger to the health and safety of personnel or to equipment.

Not Utilized: Refers to an entire property or portion thereof, with or without improvements, not occupied for current program purposes of the accountable executive agency, or occupied in caretaker status only. Real property not utilized is to be declared excess.

Not Being Put to Optimum Use: Refers to an entire property or portion thereof, with or without improvements, which (1) even though utilized for current program purposes of the accountable executive agency is of such nature or value, or is in such a location that it could be utilized for a different significantly higher and better purpose, or (2) the costs of occupying are substantially higher than would be applicable for other suitable properties that could be made available to the accountable executive agency through transfer, purchase, or lease with total net savings to the Court of Justice after consideration of property values as well as costs of moving, occupancy, efficiency of operations, environmental effects, regional planning, and employee morale. Real property not being put to optimum use is to be declared excess.

NIC: Not in Contract

Operations and Maintenance (O&M): Functions and services required for a facility to support Court of Justice activities as authorized by the Real Property Management Standards and the Memorandum of Understanding.

Option: The right to purchase real estate at a specified price during a stipulated period of time.

Outgrant: An authorization for use of Court of Justice real property controlled by the AOC to other local or state agencies. Types of outgrants include leases, licenses, permits, easements, and consents.

Owner: The government agency (Local Agency), which has legal title to the property. For project development, see Owner's Agent and Project Development Board.

Owner Furnished - Contractor Installed (OFICI): Equipment or components of a system that are purchased by the Owner and furnished to the Trade Contractor for installation in the project. The Contractor shall receive, store, protect, install, connect, and test each item unless otherwise indicated.

Owner Furnished - Owner Installed (OFIOI): Equipment or components of a system that are purchased, furnished, and installed by the Owner or his vendors.

Owner's Agent: A government agency, or in the facility development process, the Project Development Board, other than the Owner, which has authority to approve, execute and manage work and contracts relating to the proposed construction. See Project Development Board.

Payment Requisitions: Payment requests submitted on a form prescribed by the AOC for the Trustee to initiate payments for all costs associated with new Projects.

PCB-Contaminated Equipment: Equipment that contains a concentration of polychlorinated biphenyls (PCBs) from 50 to 449 parts per million or greater. Disposal and removal are regulated by EPA.

PDB: Project Development Board.

Permit: Temporary authorization conferred on one government agency to use property under the jurisdiction of another government agency. Rent or reimbursement for Operations and Maintenance costs is usually offered for this privilege.

Personal Property: Any property not considered real property. Personal property includes all property except land and fixed-in-place buildings, and records of the Court of Justice.

Phase (A, B, and C) Reviews: The General Manager of Facilities or his or her designee executes reviews of design documents near the end of design Phases A, B, and C. The role of the AOC includes providing design input and reviews of designs and design related products to insure adherence to Court of Justice Rules of Administrative Procedure during Phase (A, B, and C) Reviews.

Polychlorinated Biphenyls (PCBs): Any of a family of industrial compounds produced by chlorination of biphenyl. These compounds are noted chiefly as an environmental pollutant that accumulates in organisms and concentrates in the food chain with resultant pathogenic and teratogenic effects. They also decompose very slowly.

Portable Building: A building designed and constructed to be easily dismantled to facilitate economical movement from one site to another.

Potable Water: Water that is suitable for drinking.

Prehistoric: The period of time before the written record.

Prevailing Wage: Please see Wage Grade.

Primary Facility: The building, including all mechanisms, devices and fixtures required to make the building fully functional.

Program Document: The document prepared or approved by the Court of Justice in conjunction with the Local Agency, which details the nature, scope, and budget of a construction project or proposed construction project.

Project Administrator: The Chair of the PDB, the AOC Director of Budget and Policy and the AOC Manager of Court Facilities. Approval by all three Project Administrators will be necessary to approve monies for payment by the trustee.

Project Coordinator: The AOC Department of Court Facilities staff member responsible for the oversight of project design, construction and coordination. The Project Coordinator represents the AOC General Manager of Court Facilities at Project Development Board Meeting, Construction Progress Meeting, etc. in his or her absence.

Project Proponent: Typically the Court of Justice and the Local Agency (owner) share proponent duties. For some concerns, such as environmental, budgeting, and programming, the entity which has the most adequate applicable resources shall execute the necessary duties. In the event that neither entity has adequate resources, a service provider may be used to execute required tasks.

Project Development Board (PDB): A board of local and state-at-large members, which is created to execute the development of a court facility. A Project Development Board, during facility development, acts as the Owner's Agent and an agent for the Court of Justice. Project Development Board authority, duties, responsibilities, and procedures are defined and detailed in Court of Justice Rule of Administrative Procedure Part X, Section 1, titled Construction Program Development.

Project. Any capital improvement project, study, plan, survey, or new or existing program activity of a political subdivision that requires architectural or professional engineering services and all required construction described in or reasonably inferred by the plans, specifications, and other related bid documents.

Provide: Furnish, install, and pay for.

Proprietary: A supply, good or service, which may only be procured from one source or is manufactured by only one company. However, items (supplies, goods, or services) which must; "match" like items or systems within a facility, maintain compatibility with relational systems; or must require similar maintenance and repair supplies goods and services are considered "Non-Proprietary".

Public Benefit Discount Conveyance: A method of disposal of government real property by which state or local government entities may obtain property at less than fair market value. Such conveyances are sponsored by federal agencies for uses that benefit the public, such as use of property for educational purposes, parks, recreation, wildlife conservation, or public health.

Purchase: Acquisition of real estate through buying for a mutually agreed price between a willing buyer and a willing seller.

Qualification Statement: Federal form SF254 and any other supporting documents that present a firm's qualifications and performance data. All references to the Federal Government should be considered to be "the Commonwealth of Kentucky Court of Justice". Block 9 SF254, "Direct Federal contract work" shall be considered Direct Federal, State and Local Government work.

Radon: A colorless, naturally occurring, radioactive, inert gaseous element formed by radioactive decay of radium in soil or rocks.

Real Estate: Includes land and interests therein, leaseholds, standing timber, buildings, improvements, and appurtenances thereto. It also includes buildings, warehouses, basements, utility systems, rights-of-way, and easements, whether temporary or permanent, and improvements permanently attached to and ordinarily considered real estate. Sand, gravel, and stone-quarried products in their natural state are real estate. Land includes minerals in their natural state and standing timber; when severed from the land, these become personal property. Rights and interest include leaseholds, easements, rights-of-way, water rights, air rights, and rights to lateral and subjacent support. Installed building equipment is considered real estate until severed. Equipment in place is considered personal property. The terms "real estate" and "real property" are synonymous and interchangeable.

Real Property: See definition of real estate.

Record Drawings: The documents which are maintained by the Construction Contractor as that detail the actual and dimensional "as-built" condition of the facility. At project completion, Record Drawings

to be delivered to the Local Agency and the AOC General Manager of Facilities shall be a digital compilation of the Contactor's detailed information submitted in United States National CAD Standard format on two (2) Compact Disks (CD), and a transparency set of the working drawings and specifications, with all record information included.

Record of Decision (ROD): A document prepared by the Court of Justice that articulates the reasoning behind a decision. RODs are essential documents in NEPA and in the CERCLA cleanup process.

Rehabilitation: The labor and materials required to make existing primary and or supporting facility(ies) useable for an existing occupant. Rehabilitations include projects which change the capability of the primary facility(ies). Minor rehabilitations are valued at less than 20-percent of the replacement cost of the facility. Major rehabilitations are valued from 20 to 60-percent of the replacement cost of the facility. New construction must be considered for rehabilitations estimated to cost over 60 percent of the replacement cost of a facility.

Relocatable Building: A building designed for the purpose of being readily moved, erected, disassembled, stored, and reused (e.g., trailer-type building but not mobile trailer). Usually considered personal property but in certain instances is on the real property account.

Remedial Investigation (RI): An investigation performed to fully define the nature and extent of contamination at a site and evaluate possible methods of cleaning up the site. During the investigation, groundwater, surface water, soil, sediment, and biological samples are collected and analyzed to determine the type and concentration of each contaminant. Samples are collected at different areas and depths to help determine the spread of contamination.

Removal Action: In the event of an immediate threat or potential threat to human health or the environment, a short-term mitigating or cleanup action may be implemented. The goal of the removal action is to isolate the contamination hot spots and their source from all biological receptors. Often, removal actions do not completely clean up a site, and additional remediation steps are required.

Renovation: The labor and materials required to render an existing primary facility(ies) useable for an existing occupant for existing function(s). Renovations do not include projects which change facility capability(ies) and/or occupants (See Adaptation). Minor renovations are valued at less than 20-percent of the replacement cost of the facility. Major rehabilitations are valued from 20 to 60-percent of the replacement cost of the facility. New construction must be considered for renovations

estimated to cost over 60 percent of the replacement cost of a facility.

Replacement: Reconstruction of a real property facility destroyed or damaged beyond the point at which it may be economically repaired. Complete replacement is classified as construction.

Request for Quotation (RFQ): The instrument, including all documents, whether attached or incorporated by reference, in which the Court of Justice solicits vendors for supplies, goods, services, or goods and services in accordance with the procedures set forth in KRS 45A.085, 45A.090, 45A.095, or 45A.100.

Restrictive Covenant: An agreement contained in a deed or lease that restricts the use and occupancy of real property.

Right of Entry: A form of license, typically to perform surveys and exploration work or for construction prior to acquisition or lease of land. Rental is not usually offered for this privilege.

Runoff: The noninfiltrating water entering a stream or other conveyance channel shortly after a rainfall event.

Screening: AOC's circulating of a notice that real property under its control is no longer needed, thereby allowing other agencies to indicate their firm requirement for its use and to request its transfer.

Services: The execution of work, including necessary supplies and non-durable goods, is considered a service. Services includes, but not limited to: snow & ice removal, custodial work, preventative maintenance, design work, instruction, etc.

Servient Estate: The land on which an easement exists that benefits other land.

Shop Drawings: Drawings, diagrams, schedules and other data specially prepared for the work by the Contractor or any subcontractor, manufacturer, supplier or distributor to illustrate some portion of the work.

Soil Type: A category or detailed mapping unit used for soil surveys based on phases or changes within a series (e.g., slope, salinity).

Solid Waste Management: Supervised handling of waste materials from the source through recovery processes to disposal.

State Historic Preservation Officer (SHPO): The official within each state, authorized by the state at the request of the Secretary of the Interior, to act as a liaison for purposes of implementing the National Historic Preservation Act.

Subcontractor: The person, company or corporation having a direct contract with the Contractor for the performance of a part of the work

Substantial Completion: The date, thirty (30) days prior to Final Completion, as certified in writing by the A-E, the project is at a level of completion in strict compliance with the Contract, and necessary approval by public authorities has been granted, such that the Owner and the Court of Justice can enjoy beneficial use or occupancy and use, operate, and maintain it in all respects, for its intended purpose. Partial use or occupancy of the Project shall not result in the Project being deemed substantially complete and such partial use or occupancy shall not be evidence of Substantial Completion.

Superintendent: The staff member charged with the responsibility to manage, execute, supervise, review, inspect all activities relating to the completion of a facilities related task, project or program.

Support Code: Identifies the Court of Justice or Administrative Office of the Courts occupant(s) of a facility.

Supporting Facilities: All required items except the Primary Facility (building). Supporting facilities include, but are not limited to: site preparation, fine grading and seeding, planting, paved parking and parking structures, paved aprons, curbs, walkways, detached facility signage, utilities, security lighting and fencing (or barriers), flagpole, and lawn sprinkler systems.

Surface Danger Zone: The area designated on the ground of a construction or demolition, to include associated safety areas, for the vertical and lateral containment of fragments, debris, and components resulting from construction or demolition, including explosives.

Surface Water: All water naturally open to the atmosphere and all wells, springs, or other collectors that are directly influenced by surface water.

Surplus Real Estate: Any excess real property not required for the needs and discharge of the responsibilities of all federal agencies, as determined by the GSA Administrator.

State: The Commonwealth of Kentucky.

Tenant: A unit or activity of a state or local agency that receives services and occupies facilities provided by another state or local agency through a mutually developed written agreement.

Threatened Species: Plant and wildlife species likely to become endangered in the foreseeable future.

Transfer: Change of jurisdiction over real property from one state or local agency to another. A transfer accords permanent irrevocable use of land coupled with the authority to control and regulate all aspects of the land.

U.S. Environmental Protection Agency: Referred to as the "EPA". In the Commonwealth of Kentucky, the Cabinet for Natural Resources and Environmental Protection acts on behalf of the EPA as the independent agency established in 1970 to regulate state and federal environmental matters and oversee the implementation of state and federal environmental laws.

Underutilized: The term "underutilized" refers to an entire property or portion thereof, with or without improvements, that is used only at irregular intervals or intermittent periods by the accountable executive agency for current program purposes of that agency, or is used for current program purposes that can be satisfied by only a portion of the property. Underutilized real property is to be declared excess.

Utilization Survey: An on-site survey of a facility to determine whether real property is being adequately utilized to justify retention.

Vacated Premises: Property from which all Court of Justice personnel and functions have been vacated.

Value Change Orders: The primary objective of Value Change Orders is to minimize construction time and costs while maintaining or increasing project quality. "Value Change Orders", with supporting quantifiable documentation and justification tendered by the A-E and Construction Manager must:

- ☐ Insure equal or better performance,
- ☐ Insure equal or better durability,
- ☐ Insure equal or better aesthetic appearance,
- ☐ Insure equal or less life cycle (maintenance and repair) costs,
- ☐ Have the written endorsement of the A-E,
- ☐ Have the written approval of the AOC General Manager of Facilities, and
- ☐ Must reduce construction costs.

Value Engineering: The comparison of short term cost savings to increased long term costs.

Wage Grade: Contractor and Subcontractor must comply with the (prevailing) wage grade determinations and reporting requirements in accordance with the "Act Relating to Contracts for Public Works," KRS 337.505 to 337.550.

Wetlands: Areas that are inundated or saturated with surface water or groundwater at a frequency and duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soil. This classification includes swamps, marshes, bogs, and similar areas. Jurisdictional wetlands are those

wetlands which meet the vegetation, soils, and hydrology criteria under normal circumstances (or meet the special circumstances as described in the U.S. Army Corps of Engineers' 1987 wetland delineation manual where one or more of these criteria may be absent) and are a subset of "waters of the United States."

Work: Construction and services required by the Contract Documents, whether completed or partially completed, and includes all labor, supervision, administration, materials, equipment, services, and things provided or to be provided by the Contractor to fulfill the Contractor's obligations.

Work Order: A written notice by the Owner to the Contractor, authorizing the Contractor to commence Work under the Contract and establishing the Date of Commencement from which the date required for Substantial Completion and Final Completion shall be established.

Written Order: A "field order" issued by the Architect, which clarifies or interprets the Contract Documents or orders minor changes in the work which does not require a change order.

Zoning: The division of a municipality into districts for the purpose of regulating land use, types of buildings, required yards, necessary off-street parking, and other prerequisites to development. Zones are typically shown on a map, and the text of the zoning ordinance specifies requirements for each zoning category.

SECTION II. Summary of Commonwealth of Kentucky Statutes

26A.090 Definitions for KRS 26A.090 to 26A.115.

As used in KRS 26A.090 to 26A.115, unless the context otherwise requires:

(1) "Operating costs allowance" means compensation equivalent to the annual expenses borne by the unit of government for utilities, janitorial service, rent, insurance, and necessary maintenance, repair, and upkeep of the court facility which do not increase the permanent value or expected life of the court facility, but keeps it in efficient operating condition, and, at the election of the Administrative Office of the Courts, capital costs of interior or mechanical renovations for the benefit of the court.

(2) "Use allowance" means compensation equal to four percent (4%) annually of the total original capital costs and the cost of capitalized renovation of the court facility, except that if indebtedness has been incurred in respect to such capital costs at an interest rate equal to or greater than seven percent (7%), compensation shall be at a rate of eight percent (8%) annually of that portion of the capital costs for which the rate applies. For refinanced projects constructed or renovated prior to July 1, 1994, the use allowance payment shall not change for the term of the original bond issue, unless there is a change in the space occupied. For court facilities renovated or constructed after July 1, 1994, "use allowance" means the court's proportional share of the annual principal and interest cost in connection with the renovation or construction, but not to exceed eight percent (8%) annually of capital costs, or, if there is no debt, four percent (4%) annually of capital costs. Beginning with court facility construction or renovation projects authorized by the 2000 Regular Session of the General Assembly, "use allowance" means the court's proportional share of the annual principal and interest costs in connection with the construction or renovation of the facility, not to exceed the authorized annual use allowance.

(3) "Capital costs" means the costs borne by the unit of government, excluding grants, conditioned by the grantor agency specifically for court facility construction or renovation, for acquisition of property and for construction and capitalized renovation including interest accruing during construction or renovation, but no other interest of each court facility. If capital costs are not documented, reasonable estimates provided by qualified appraisers will suffice. After July 14, 2000, capital costs, for the purpose of computing the maximum annual use allowance, shall not exceed the project scope as authorized by the General Assembly in the judicial branch budget or as increased and approved under KRS 26A.164.

(4) "Capitalized renovation" means all remodeling involving the structural or mechanical systems, except for remodeling that involves substantial demolition of the original structure. Remodeling involving

substantial demolition of the original structure shall constitute construction resulting in a new court facility.

(5) "Unit of government" means a county, city, urban-county government, special district, or corporate entity created for the purpose of constructing or holding title to a court facility.

(6) "Court facility" means the land and buildings owned or operated by a unit of government in which space for the court of justice is provided. Judges' benches, jury and witness boxes, and fixed seating shall be considered as permanent building fixtures.

(7) "Court facilities standards committee" means a committee consisting of the Chief Justice or his designee; one (1) judge each of the Court of Appeals, the Circuit Court, and the District Court appointed by the Supreme Court; the president of the Circuit Clerks' Association; the chairmen of the House and Senate Judiciary Committees of the General Assembly; the secretary of the Finance and Administration Cabinet; the director of the Administrative Office of the Courts; and a county judge/executive appointed by the Governor. Each appointed member shall serve for a term of four (4) years from the date of his appointment or until he vacates the office in respect to which he was appointed, whichever is earlier.

Effective: July 14, 2000

History: Amended 2000 Ky. Acts ch. 496, sec. 1, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 28, sec. 1, effective March 6, 1998. -- Amended 1994 Ky. Acts ch. 294, sec. 1, effective July 1, 1994. -- Amended 1982 Ky. Acts ch. 449, sec. 2, effective July 15, 1982. -- Created 1978 Ky. Acts ch. 336, sec. 1, effective July 1, 1978.

26A.130 Conveyance of court facility to Commonwealth.

A court facility which is entirely dedicated to Court of Justice purposes may be conveyed to the Commonwealth for court purposes with or without consideration. Provided, however, that no such conveyance shall be accepted by the Commonwealth unless the Administrative Office of the Courts has certified its agreement to maintain the facility.

Effective: July 15, 1982

History: Created 1982 Ky. Acts ch. 449, sec. 5, effective July 15, 1982.

26A.160 Design, financing, and construction of court facilities -- Rules of procedure and guidelines -- Oversight -- Financing requirements -- Project standards -- Application.

(1) The Chief Justice shall establish rules of procedure or guidelines on matters relating to the design, financing, and construction of court facilities. The rules or guidelines shall encompass:

(a) The duties and responsibilities of the Administrative Office of the Courts under this section;

(b) Criteria for evaluating the feasibility or practicability of various contracting or construction methods;

(c) A project management system for managing, monitoring, and reporting on projects through all phases from funding to completion, including change-order procedures;

(d) Assistance to counties in evaluating proposals for architectural, construction, or other professional services;

(e) Methods for financing energy savings projects, Americans with Disabilities Act projects, and other improvement projects;

(f) Kentucky standards for court facilities, including detailed requirements for space, construction, interior and exterior finishes, structural and mechanical systems, fixed and moveable furniture and equipment, and maximum unit cost for court facilities throughout the Commonwealth; and

(g) The maintenance and operation of court facilities after construction.

(2) The Administrative Office of the Courts shall oversee the design, financing, and construction of court facilities. The Administrative Office of the Courts shall:

(a) Assess the need for court facilities construction or renovation throughout the Commonwealth. The assessment shall consider the age, space adequacy, projected needs, structural soundness, mechanical and electrical systems, security needs, and interior and exterior quality of existing court facilities;

(b) Develop a project program for the construction or renovation of court facilities that the Administrative Office of the Courts determines to be most in need of construction or renovation, based on the needs assessment required under paragraph (a) of this subsection. The project program shall detail a complete and specifically defined court facilities project that conforms to the Kentucky standards for court facilities established under paragraph (f) of subsection (1) of this section, and shall include itemized space requirements, space relationships, design goals, scope limits, site considerations, cost estimates, and a proposed project budget;

(c) Establish the financial condition of any county that contains a court facility for which a project program under paragraph (b) of this subsection has been developed to determine the county's ability to participate in the proposed project. The Administrative Office of the Courts may discharge this responsibility by obtaining certification of the county's financial

condition from the Department for Local Government, under KRS 147A.021(5);

(d) Develop a prioritized list, with cost estimates, based on land availability and the considerations required by this section, of proposed court facilities projects, and submit the list to the Chief Justice for approval and to the Court Facilities Standards Committee for informational purposes only. Upon approval by the Chief Justice, the Administrative Office of the Courts shall submit the prioritized list to the Capital Planning Advisory Board, by April 15 of each odd-numbered year, in accordance with KRS 7A.120; and

(e) Develop and maintain uniform contracts to be used by local units of government when procuring architectural, construction, financial, or other services relating to court facilities projects authorized by the General Assembly.

(3) Before the Administrative Office of the Courts submits a budget request for court projects under KRS 48.050, each local unit of government that is expected to participate in financing a requested court project shall enter into a written memorandum of agreement with the Administrative Office of the Courts. Each county with a court project authorized by the 2000 General Assembly shall enter into a written memorandum of agreement with the Administrative Office of the Courts. The agreement shall be developed by the Administrative Office of the Courts, shall specify the rights, duties, and obligations of the local unit of government and the Administrative Office of the Courts relating to the project, and shall be contingent upon the project's authorization by the General Assembly.

(4) No contract, and no modification to any contract, relating to the design, financing, or construction of court facilities projects authorized by the General Assembly shall be executed unless first reviewed and approved by the Administrative Office of the Courts.

(5) All court facilities projects, beginning with those authorized by the 2000 General Assembly, shall comply with the Kentucky standards for court facilities established under paragraph (f) of subsection (1) of this section. No other standards shall be used.

(6) This section shall not affect or apply to any contract executed prior to July 14, 2000.

(7) All local units of government or any other entity providing space to the Court of

Justice under KRS 26A.100 shall, consistent with the law, comply with the rules of procedure and guidelines established by the Chief Justice and administered by the Administrative Office of the Courts under this section.

Effective: July 14, 2000

History: Created 2000 Ky. Acts ch. 496, sec. 2, effective July 14, 2000.

**26A.162 Determination of use allowance --
Presumption of twenty year bond issue --
Standards for longer term of issue -- Legislative
oversight.**

(1) The use allowance in the judicial branch budget recommendation submitted under KRS 48.100 shall be determined as if bonds will be issued for a term of twenty (20) years at the prevailing market rate, computed from the estimated date that the Court of Justice will occupy the facility. If the market rate for the bonds has increased when the bonds are to be sold, the director of the Administrative Office of the Courts may approve an extension in the bond term, up to a total of twenty-five (25) years, but only as necessary to keep the annual use allowance within the budgeted amount. All bonds issued by any local unit of government for court facilities projects shall be limited to the term approved by the Administrative Office of the Courts.

(2) Before approving any bond issue for a term exceeding twenty-five (25) years, the director of the Administrative Office of the Courts shall submit a proposal for the extended term to the Interim Joint Committee on Appropriations and Revenue and the Capital Projects and Bond Oversight Committee. The proposal shall include a statement of the necessity for the extended bond term and the impact of the extended term on the project's budgeted scope and authorized annual use allowance.

(3) Within thirty (30) days after receiving a proposal to extend a bond term beyond twenty-five (25) years, the Interim Joint Committee on Appropriations and Revenue and the Capital Projects and Bond Oversight Committee shall either approve or disapprove the proposal and shall then promptly notify the director of the Administrative Office of the Courts. If either committee disapproves the proposal, the director of the Administrative Office of the Courts shall take one (1) of the following actions and shall notify the committee of its decision in writing within thirty (30) days:

(a) Disapprove and take no further action on the proposal;

(b) Revise the proposal to comply with the committee's objections; or

(c) Determine to approve and proceed with the proposal over the committee's objection.

Effective: July 14, 2000

History: Created 2000 Ky. Acts ch. 496, sec. 3, effective July 14, 2000.

**26A.164 Court facility use allowance contingency
fund -- Purpose -- Conditional
use -- Legislative oversight.**

(1) There is created a court facility use allowance contingency fund. The fund shall consist of money appropriated to it in the judicial branch budget by the General Assembly. Money in the fund shall not lapse but shall be carried forward to the next fiscal year or biennium.

(2) The Court of Justice may agree to increase the budgeted scope of a court project or project pool authorized in a judicial branch budget bill enacted by the General Assembly, and may use the use allowance contingency fund to cover any resulting increase in the budgeted annual use allowance, if and only if:

(a) The appropriate unit of government first submits a proposal for the increase to the Court Facilities Standards Committee, and the Court Facilities Standards Committee approves the increase;

(b) The annual use allowance for the project or project pool, adjusted for the proposed increase in scope, would not exceed the annual use allowance specified for that project or project pool in the multiyear use allowance schedule set out in the judicial branch budget bill or memorandum by more than fifteen percent (15%); and

(c) The requirements of KRS 26A.166 have been met.

Effective: July 14, 2000

History: Created 2000 Ky. Acts ch. 496, sec. 4, effective July 14, 2000.

**26A.166 Increase in budgeted scope of court
facility project -- Conditions for
approval -- Legislative oversight.**

(1) Before the Court of Justice gives final approval to an increase in the budgeted scope of an authorized project or project pool listed in a judicial branch budget bill which would result in an increased use allowance, the director of the Administrative Office of the Courts shall submit a proposal for the increase to the Capital Projects and Bond Oversight Committee at least fourteen (14) days prior to the committee meeting. The proposal shall include:

(a) The multiyear use allowance specified in the judicial branch budget bill or memorandum;

(b) The proposed increase in the use allowance;

(c) The reasons and necessity for the proposed increase;

(d) A statement as to whether or how the proposed use of funds conforms with

the requirements of the law; and

(e) Any other information that the committee requests.

(2) Within thirty (30) days after receiving a proposal to increase the use allowance, the Capital Projects and Bond Oversight Committee shall either approve or disapprove the proposal and shall then promptly notify the director of the Administrative office of the Courts of its decision.

(3) If the Capital Projects and Bond Oversight Committee disapproves the proposal, the director of the Administrative Office of the Courts shall take one (1) of the following actions and shall notify the committee of its decision in writing within thirty (30) days of receiving the committee's notice of disapproval:

(a) Revise the proposal to comply with the committee's objections;

(b) Cancel and take no further action on the proposal; or

(c) Determine to implement the proposal over the committee's objection.

(4) The Administrative Office of the Courts shall report to the Capital Projects and Bond Oversight Committee within thirty (30) days of any action taken by the Court of Justice to approve a scope increase of a project within a pool which would increase the use allowance for that project.

(5) The Capital Projects and Bond Oversight Committee shall maintain records of proposals, findings, decisions, and actions taken under this section. When appropriate, the committee shall provide this information to other legislative committees or to the General Assembly.

Effective: July 14, 2000

History: Created 2000 Ky. Acts ch. 496, sec. 5, effective July 14, 2000.

26A.168 Reports on status of court facilities projects and contingency fund.

(1) The Administrative Office of the Courts shall provide to the Capital Projects and Bond Oversight Committee, at the committee's January, April, July, and October regular meetings, a status report on the progress of all incomplete court facilities projects. For each project, the status report shall include:

(a) The project title;

(b) The county in which the project is located;

(c) The scope and use allowance authorized for the project in the judicial branch budget and budget memorandum, and any increases to the scope or use allowance under KRS 26A.164;

(d) The current status of the project;

(e) An explanation of any delay or major change in the project; and

(f) Any other information that the committee requests.

(2) On August 1 of each year, the Administrative Office of the Courts shall prepare a financial report on the court facility use allowance contingency fund for the fiscal year ending on June 30 of that year. The report shall include, with explanations, allotments, expenditures, encumbrances, and the available balance.

Effective: July 14, 2000

History: Created 2000 Ky. Acts ch. 496, sec. 6, effective July 14, 2000.

147A.021 Department for Local Government -- Powers and duties.

(1) The Department for Local Government shall have the following powers and duties:

(a) To require any reports from local governments that will enable it adequately to provide the technical and advisory assistance authorized by this section.

(b) To encourage, conduct, or participate in training courses in procedures and practices for the benefit of local officials, and in connection therewith, to cooperate with associations of public officials, business and professional organizations, university faculties, or other specialists.

(c) To request assistance and information, which shall be provided by all departments, divisions, boards, bureaus, commissions, and other agencies of state government to enable the department to carry out its duties under this section.

(d) At its discretion, to compile and publish annually a report on local government.

(2) The Department for Local Government shall coordinate for the Governor the state's responsibility for, and shall be responsible for liaison with the appropriate state and federal agencies with respect to, the following programs:

(a) Demonstration cities and metropolitan development act as amended with the exception of Title I of the Housing and Community Development Act of 1974 as amended through 1981;

(b) Farmers Home Administration;

(c) Veterans Administration Act as amended, as it pertains to housing.

(3) The Department for Local Government shall provide technical assistance and information to units of local government, including but not limited to:

(a) Personnel administration;

(b) Ordinances and codes;

(c) Community development;

(d) Appalachian Regional Development Program;

(e) Economic Development Administration Program;

(f) Intergovernmental Personnel Act Program;

(g) Land and Water Conservation Fund Program;

(h) Area Development Fund Program;

(i) Gas System Restoration Project;

(j) Joint Funding Administration Program;

(k) State clearinghouse for A-95 review;

(l) The memorandums of agreement with the area development districts to provide management assistance to local governments; and

(m) The urban development office.

(4) The Department for Local Government shall exercise all of the functions of the state local finance officer provided in KRS Chapters 66, 68, and 131 relating to the control of funds of counties, cities, and other units of local government.

(5) Upon request of the Administrative Office of the Courts, the Department for Local Government shall evaluate the financial condition of any local unit of government selected to participate in a court facilities construction or renovation project under KRS 26A.160 and shall certify to the Administrative Office of the Courts the local unit of government's ability to participate in the project.

Effective: July 14, 2000

History: Amended 2000 Ky. Acts ch. 496, sec. 7, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 69, sec. 54, effective July 15, 1998. -- Amended 1994 Ky. Acts

ch. 508, sec. 46, effective July 15, 1994. -- Amended 1984 Ky. Acts ch. 183, sec. 1, effective July 13, 1984. -- Created 1982 Ky. Acts ch. 396, sec. 13, effective July 15, 1982.

**66.480 Investment of public funds -- Limitations --
Written investment policy --
Duties of state local debt officer -- Investment pool.**

(1) The governing body of a city, county, urban-county, charter county, school district (provided that its general procedure for action is approved by the Kentucky Board of Education), or other local governmental unit or political subdivision, may invest and reinvest money subject to its control and jurisdiction in:

(a) Obligations of the United States and of its agencies and instrumentalities, including obligations subject to repurchase agreements, if delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian. These investments may be accomplished through repurchase agreements reached with sources including, but not limited to, national or state banks chartered in Kentucky;

(b) Obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States or a United States government agency, including but not limited to:

1. United States Treasury;
2. Export-Import Bank of the United States;
3. Farmers Home Administration;
4. Government National Mortgage Corporation;

and

5. Merchant Marine bonds;

(c) Obligations of any corporation of the United States government, including but not limited to:

1. Federal Home Loan Mortgage Corporation;
2. Federal Farm Credit Banks;
3. Bank for Cooperatives;
4. Federal Intermediate Credit Banks;
5. Federal Land Banks;
6. Federal Home Loan Banks;
7. Federal National Mortgage Association; and
8. Tennessee Valley Authority;

(d) Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations, including surety bonds, permitted by KRS 41.240(4);

(e) Uncollateralized certificates of deposit issued by any bank or savings and loan institution rated in one (1) of the three (3) highest categories by a nationally recognized rating agency;

(f) Bankers' acceptances for banks rated in one (1) of the three (3) highest categories by a nationally recognized rating agency;

(g) Commercial paper rated in the highest category by a nationally recognized rating agency;

(h) Bonds or certificates of indebtedness of this state and of its agencies and instrumentalities;

(i) Securities issued by a state or local government, or any instrumentality of agency thereof, in the United States, and rated in one (1) of the three (3) highest categories by a nationally recognized rating agency; and

(j) Shares of mutual funds, each of which shall have the following characteristics:

1. The mutual fund shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended;

2. The management company of the investment company shall have been in operation for at least five (5) years; and

3. All of the securities in the mutual fund shall be eligible investments pursuant to this section.

(2) The investment authority provided by subsection (1) of this section shall be subject to the following limitations:

(a) The amount of money invested at any time by a local government or political subdivision in one (1) or more of the categories of investments authorized by subsections (1)(e), (f), (g), and (i) of this section shall not exceed twenty percent (20%) of the total amount of money invested by the local government; and

(b) No local government or political subdivision shall purchase any investment authorized by subsection (1) on a margin basis or through the use of any similar leveraging technique.

(3) The governing body of every local government or political subdivision that invests or reinvests money subject to its control or jurisdiction according to the provisions of subsection (1) of this section shall by January 1, 1995, adopt a written investment policy that shall govern the investment of funds by the local government or political subdivision. The written investment policy shall include, but shall not be limited to the following:

(a) A designation of the officer or officers of the local government or political subdivision who are authorized to invest and oversee the investment of funds;

(b) A list of the permitted types of investments;

(c) Procedures designed to secure the local government's or political subdivision's financial interest in the investments;

(d) Standards for written agreements pursuant to which investments are to be made;

(e) Procedures for monitoring, control, deposit, and retention of investments and collateral;

(f) Standards for the diversification of investments, including diversification with respect to the types of investments and firms with whom the local government or political subdivision transacts business;

(g) Standards for the qualification of investment agents which transact business with the local government, such as criteria covering

creditworthiness, experience, capitalization, size, and any other factors that make a firm capable and qualified to transact business with the local government or political subdivision; and

(h) Requirements for periodic reporting to the governing body on the status of invested funds.

(4) Sheriffs, county clerks, and jailers, who for the purposes of this section shall be known as county officials, may, and at the direction of the fiscal court shall, invest and reinvest money subject to their control and jurisdiction, including tax dollars subject to the provisions of KRS 134.300, 134.320, and 160.510, as permitted by this section.

(5) The provisions of this section are not intended to impair the power of a county official, city, county, urban-county, charter county, school district, or other local governmental unit or political subdivision to hold funds in deposit accounts with banking institutions as otherwise authorized by law.

(6) The governing body or county official may delegate the investment authority provided by this section to the treasurer or other financial officer or officers charged with custody of the funds of the local government, and the officer or officers shall thereafter assume full responsibility for all investment transactions until the delegation of authority terminates or is revoked.

(7) All county officials shall report the earnings of any investments at the time of their annual reports and settlements with the fiscal courts for excess income of their offices.

(8) The state local debt officer is authorized and directed to assist county officials and local governments (except school districts) in investing funds that are temporarily in excess of operating needs by:

(a) Explaining investment opportunities to county officials and local governments through publication and other appropriate means; and

(b) Providing technical assistance in investment of idle funds to county officials and local governments that request that assistance.

(9) (a) The state local debt officer may create an investment pool for local governments (except school districts) and county officials; and counties and county officials and cities may associate to create an investment pool. If counties and county officials and cities create a pool, each group may select a manager to administer their pool and invest the assets. Each county and each county official and each city may invest in a pool created pursuant to this subsection. Investments shall be limited to those investment instruments permitted by this section. The funds of each local government and county official shall be properly accounted for, and earnings and charges shall be assigned to each participant in a uniform manner according to the amount invested. Charges to any local government or county official shall not exceed one percent (1%) annually on the principal amount invested, and charges on investments of less than a year's duration shall be

prorated. Any investment pool created pursuant to this subsection shall be audited each year by an independent certified public accountant, or by the Auditor of Public Accounts. A copy of the audit report shall be provided to each local government or county official participating in the pool. In the case of an audit by an independent certified public accountant, a copy of the audit report shall be provided to the Auditor of Public Accounts, and to the state local debt officer. The Auditor of Public Accounts may review the report of the independent certified public accountant. After preliminary review, should discrepancies be found, the Auditor of Public Accounts may make his own investigative report or audit to verify the findings of the independent certified public accountant's report.

(b) If the state local debt officer creates an investment pool, he shall establish an account in the Treasury for the pool. He shall also establish a separate trust and agency account for the purpose of covering management costs, and he shall deposit management charges in this account. The state local debt officer may issue regulations, pursuant to KRS Chapter 13A, governing the operation of the investment pool, including but not limited to provisions on minimum allowable investments and investment periods, and method and timing of investments, withdrawals, payment of earnings, and assignment of charges.

(c) Before investing in an investment pool created pursuant to this subsection, a local government or county official shall allow any savings and loan association or bank in the county, as described in subsection (1)(d) of this section, to bid for the deposits, but the local government or county official shall not be required to seek bids more often than once in each six (6) month period.

(10) (a) With the approval of the Kentucky Board of Education, local boards of education, or any of them that desire to do so, may associate to create an investment pool. Each local school board which associates itself with other local school boards for the purpose of creating the investment pool may invest its funds in the pool so created and so managed. Investments shall be limited to those investment instruments permitted by this section. The funds of each local school board shall be properly accounted for, and earnings and charges shall be assigned to each participant in a uniform manner according to the amount invested. Charges to any local school board shall not exceed one percent (1%) annually on the principal amount invested, and charges on investments of less than a year's duration shall be prorated. Any investment pool created pursuant to this subsection shall be audited each year by an independent certified public accountant, or by the Auditor of Public Accounts. A copy of the audit report shall be provided to each local school board participating in the pool. In the case of an audit by an independent certified public accountant, a copy of the audit report shall be provided to the Auditor of Public Accounts, and to the Kentucky Board of Education. The Auditor of Public Accounts may review the report

of the independent certified public accountant. After preliminary review, should discrepancies be found, the Auditor of Public Accounts may make his own investigative report or audit to verify the findings of the independent certified public accountant's report.

(b) The Kentucky Board of Education may issue administrative regulations governing the operation of the investment pool including, but not limited to, provisions on minimum allowable investments and investment periods, and methods and timing of investments, withdrawals, payment of earnings, and assignment of charges.

Effective: July 15, 1998

History: Amended 1998 Ky. Acts ch. 554, sec. 3, effective July 15, 1998. -- Amended 1996 Ky. Acts ch. 362, sec. 6, effective July 15, 1996. -- Amended 1994 Ky. Acts ch. 275, sec. 1, effective July 15, 1994; and ch. 508, sec. 39, effective July 15, 1994. -- Amended 1990 Ky. Acts ch. 291, sec. 2, effective July 13, 1990; and ch. 476, Pt. V, sec. 298, effective July 13, 1990. -- Amended 1988 Ky. Acts ch. 393, sec. 3, effective July 15, 1988. -- Amended 1986 Ky. Acts ch. 261, sec. 1, effective July 1, 1986. -- Amended 1982 Ky. Acts ch. 57, sec. 1, effective March 9, 1982. -- Created 1966 Ky. Acts ch. 205, sec. 1.

Legislative Research Commission Note (7/15/94).

This section was amended by 1994

Ky. Acts chs. 275 and 508. Where these Acts are not in conflict, they have been codified together. In cases where stylistic changes made in Acts ch. 508 conflict with substantive changes in Acts ch. 275, the provisions of Acts ch. 275 have prevailed. Cf. KRS 7.123(1).

58.180 Creation of nonprofit corporation to act as an instrumentality of governmental agency in the financing of public projects.

(1) (a) As used herein, the term "public project" shall have the same meaning as ascribed to such term by KRS 58.010, and the term "public project" shall include, inter alia, but not by way of limitation, public facilities such as sewers, sewage treatment works, water systems, streets, sidewalks and other public ways, both vehicular and pedestrian, parks and recreational and sports facilities, hospitals and health facilities, educational facilities, drainage and reclamation projects, jails, municipal buildings, public docks, wharves and port facilities, solid waste disposal facilities, pollution control systems, mass commuting and transport systems, industrial parks, courthouses and other public buildings, public parking and garage facilities, and other edifices, projects and like things and objects intended for governmental and public purposes.

(b) As used herein, the term "governmental agency" shall mean any division of the Commonwealth which is a municipal corporation and political subdivision of

the Commonwealth of Kentucky, or to which has been delegated the right to exercise part of the sovereign power of the Commonwealth.

(2) Any governmental agency may create a nonprofit corporation pursuant to the provisions of KRS 273.161 to 273.390, inclusive, to act as the agency and instrumentality and the constituted authority of such governmental agency in the acquisition and financing of any public project which may be undertaken by such governmental agency pursuant to the provisions of Kentucky law and thus accomplish a public purpose of such governmental agency. Such corporation, upon direction of such governmental agency, shall be authorized to issue its bonds, notes or other obligations on behalf of such governmental agency for the acquisition and financing of one or more public projects on behalf of such governmental agency, and may pledge for the amortization of such bonds, notes or other obligations all revenues derived from the operation of such public project or public projects, including specifically all revenues derived from the leasing of such public project or public projects directly to the governmental agency upon whose behalf and upon whose direction such bonds, notes or other obligations are issued. Provided, however, that no bonds or other obligations shall be authorized under the provisions of this chapter for the construction or acquisition of telephone, gas or electric facilities.

(3) It shall be provided in any such financing (i) that upon the retirement and discharge of the bonds, notes or other obligations issued by such corporation at the direction of and on behalf of such governmental agency, title to the public project or public projects so acquired shall vest in such governmental agency; (ii) that in the event of default with respect to such bonds, notes or other obligations, the governmental agency shall have the exclusive option to acquire the public project or public projects for the amount required to discharge such bonds, notes or other obligations, and is provided a reasonable time to exercise such option; (iii) that the issuance of such bonds, notes or other obligations shall be directed by and approved by such governmental agency not more than sixty (60) days prior to the date of issue of such obligations; and (iv) that no bonds, notes or other obligations shall be issued by such corporation for and on behalf of such governmental agency except upon express direction of such governmental agency.

(4) Any governmental agency creating a corporation pursuant to this section to act for and on behalf of, and as the agency and instrumentality of, such governmental agency in the acquisition and financing of a public project or public projects shall, at all times either (i) exercise organizational control over such corporation by creating the corporation pursuant to this section, and retain authority at any and all times to alter or change the structure, organization, programs or activities of the corporation, including the power to terminate existence of the corporation, subject to any limitation on the impairment of contracts entered into by such corporation, or shall (ii) exercise supervisory

control over such corporation as may be deemed proper by the governmental agency in the administration of the corporation's activities as a constituted authority of such governmental agency, and as may be required from time to time by federal law in order to qualify the corporation to issue bonds, notes or other obligations on behalf of the governmental agency.

(5) It shall be provided, inter alia, in the articles of incorporation of any such corporation and constituted authority created to act as the agency and instrumentality of a governmental agency and to finance public projects for such governmental agency on its behalf and thereby accomplish a public purpose of such governmental agency, (i) that any net revenues of such corporation beyond those necessary for retirement of indebtedness, or implementation of the public purpose or purposes of the corporation and the governmental agency shall not inure to the benefit of any person other than the governmental agency; (ii) that upon dissolution of the corporation, title to all property owned by such corporation shall vest in the governmental agency; and (iii) that the corporation shall be created and operated solely and only to accomplish one or more of the public purposes of the governmental agency and for the acquisition and financing of public projects for and on behalf of such governmental agency.

(6) The governing body of such corporation shall consist solely and only of the following individuals:

(a) Public officials of the governmental agency as ex officio members; or

(b) Persons appointed by the governmental agency or by public officials of the governmental agency.

History: Created 1976 Ky. Acts ch. 334, sec. 1.

424.120 Qualifications of newspapers.

(1) Except as provided in subsection (2) of this section, if an advertisement for a publication area is required by law to be published in a newspaper, the publication shall be made in a newspaper that meets the following requirements:

(a) It shall be published in the publication area. A newspaper shall be deemed to be published in the area if it maintains its principal office in the area for the purpose of gathering news and soliciting advertisements and other general business of newspaper publications, and has a second-class mailing permit issued for that office. A newspaper published outside of Kentucky shall not be eligible to carry advertisements for any county or publication area within the county, other than for the city in which its main office is located, if there is a newspaper published in the county that has a substantial general circulation throughout the county and that otherwise meets the requirements of this section; and

(b) It shall be of regular issue and have a bona fide circulation in the publication area. A newspaper shall be deemed to be of regular issue if it is published regularly, as frequently as once a week, for at least

fifty (50) weeks during the calendar year as prescribed by its mailing permit, and has been so published in the area for the immediately preceding two (2) year period. A newspaper meeting all the criteria to be of regular issue, except publication in the area for the immediately preceding two (2) year period, shall be deemed to be of regular issue if it is the only paper in the publication area and has a paid circulation equal to at least ten percent (10%) of the population of the publication area. A newspaper shall be deemed to be of bona fide circulation in the publication area if it is circulated generally in the area, and maintains a definite price or consideration not less than fifty percent (50%) of its published price, and is paid for by not less than fifty percent (50%) of those to whom distribution is made; and

(c) It shall bear a title or name, consist of not less than four (4) pages without a cover, and be of a type to which the general public resorts for passing events of a political, religious, commercial, and social nature, and for current happenings, announcements, miscellaneous reading matter, advertisements, and other notices. The news content shall be at least twenty-five percent (25%) of the total column space in more than one-half (1/2) of its issues during any twelve (12) month period.

(d) If, in a publication area there is more than one (1) newspaper which meets the above requirements, the newspaper having the largest bona fide paid circulation as shown by the average number of paid copies of each issue as shown in its published statement of ownership as filed on October 1 for the publication area shall be the newspaper where advertisements required by law to be published shall be carried.

(e) For the purposes of KRS Chapter 424, publishing shall be considered as the total recurring processes of producing the newspaper, embracing all of the included contents of reading matter, illustrations, and advertising enumerated in paragraphs (a) through (d) of this subsection. A newspaper shall not be excluded from qualifying for the purposes of legal publications as provided in this chapter if its printing or reproduction processes take place outside the publication area.

(2) (a) If, in the case of a publication area smaller than the county in which it is located, there is no newspaper published in the area, the publication shall be made in a newspaper published in the county that is qualified under this section to publish advertisements for the county. If the qualified newspaper publishes a zoned edition which is distributed to regular subscribers within the publication area, any advertisement required by law to be published in the publication area may be published in the zoned edition distributed in that area.

(b) If, in any county there is no newspaper meeting the requirements of this section for publishing advertisements for that county, any advertisements required to be published for the county or for any publication area within the county shall be published in a newspaper of the largest bona fide circulation in

that county published in and qualified to publish advertisements for an adjoining county in Kentucky. This subsection is intended to supersede any statute that provides or contemplates that newspaper publication may be dispensed with if there is no newspaper printed or published or of general circulation in the particular publication area.

(3) If a publication area consists of a district, other than a city, which extends into more than one (1) county, the part of the district in each county shall be considered to be a separate publication area for the purposes of this section, and an advertisement for each separate publication area shall be published in a newspaper qualified under this section to publish advertisements for the area.

Effective: July 14, 1992

History: Amended 1992 Ky. Acts ch. 9, sec. 2, effective July 14, 1992. -- Amended 1984 Ky. Acts ch. 201, sec. 1, effective July 13, 1984. -- Amended 1982 Ky. Acts ch. 180, sec. 1, effective July 15, 1982; and ch. 430, sec. 3, effective July 15, 1982. -- Amended 1960 Ky. Acts ch. 168, sec. 1. -- Created 1958 Ky. Acts ch. 42, s

SECTION III. Summary of Federal Statutes

American Indian Religious Freedom Act. The American Indian Religious Freedom Act of 1978 (AIRFA) states the policy of the United States to protect and preserve for American Indians, Eskimos, Aleuts, and native Hawaiians their inherent rights of freedom to believe, express, and exercise traditional religions. These rights include, but are not limited to, access to sites, use and possession of sacred objects, and freedom to worship through ceremony and traditional rites. They also include the right of tribal leadership to be consulted by federal agencies before burial sites that appear to relate to tribal ancestors are disturbed by agency projects. Regulations implementing AIRFA are located at 43 CFR Part 7.

Archeological Resources Protection Act. The ARPA prohibits the removal, sale, receipt, and interstate transportation of archeological resources obtained illegally (without permits) from public or Indian lands and authorizes agency permit procedures for investigations of archeological resources on public lands under the agency's control. The law requires that the Secretaries of the Interior, Agriculture, and Defense and their respective employees and agents develop plans for surveying the lands under their control. Their tasks are to determine the nature and extent of archeological resources, to prepare a schedule for surveying those lands which are likely to contain the most scientifically valuable archeological resources, and to develop documents for reporting suspected violations of the ARPA. The ARPA requires the issuance of permits for authorized professional excavation or removal of archaeological resources. The ARPA imposes civil and criminal penalties for unauthorized excavation, removal, damage, alteration, or defacement of archeological resources or attempt to perform such unauthorized acts. Implementing regulations of the ARPA are contained in 18 CFR Part 1312, 32 CFR Part 229, 36 CFR Part 296, and 43 CFR Part 7.

Clean Air Act. The Clean Air Act (CAA) controls the emission of pollutants into the atmosphere. Under the CAA, EPA has established national air standards. These standards, which express concentrations of designated pollutants, are called the National Ambient Air Quality Standards (NAAQS). The NAAQS, uniformly applied throughout the Nation, are time-averaged concentrations of the specified pollutants that cannot be exceeded in the ambient air more than a specified number of times. Standards have been established for the pollutants sulfur dioxide, carbon monoxide, ozone, nitrogen oxides, lead, and inhalable particulate matter. The NAAQS are to be achieved

by the states through state implementation plans, which provide for limitations, schedules, and timetables for compliance with NAAQS by stationary sources and transportation control plans for mobile sources.

Amendments to the Clean Air Act in 1990 introduced, at Section 176© of the act, a requirement that "[N]o department, agency, or instrumentality of the Federal Government shall engage in, support in any way, or provide financial assistance for, license or permit, or approve any activity which does not conform to an implementation plan approved or promulgated. The assurance of conformity shall be an affirmative responsibility of the head of such department, agency, or instrumentality." Conformity to an implementation plan means conformity to an implementation plan's purpose of eliminating or reducing the severity and number of violations of the NAAQS and achieving expeditious attainment of such standards. It further refers to conducting activities so that they will not cause or contribute to any new violation of any standard in any area, increase the frequency or severity of any existing violation of any standards in any area, or delay timely attainment of any standard of any required interim emission reductions or other milestone in any area. Regulations regarding determining conformity of general federal actions to implementation plans appear at 40 CFR Parts 51 and 93.

Clean Water Act. Since major amendments in 1977, the Federal Water Pollution Control Act has been known as the Clean Water Act (CWA). This statute, which seeks to restore and maintain the chemical, physical, and biological integrity of the Nation's waters, identifies certain pollutants and sets required treatment levels for those pollutants. The CWA addresses both point source and nonpoint source discharges. Point sources are distinct entities that discharge wastewater with pollutants into rivers or lakes through distinct conveyances such as pipes, ditches, or canals. Nonpoint sources are those which do not discharge wastewater from a discrete conveyance (e.g., agricultural lands, construction sites, parking lots, streets).

Section 402 of the CWA establishes the National Pollutant Discharge Elimination System (NPDES) program. NPDES permits are required for all point source discharges to waters of the United States, including discharges of stormwater associated with industrial activities.

Section 404 of the Clean Water Act contains provisions for protection of wetlands and establishes a permitting process for activities having potential

effects in wetland areas. Wetlands and riverine and open-water systems are considered waters of the United States under section 404 and, as such, fall under the regulatory jurisdiction of the USACE. The USACE's definition of waters of the United States includes all interstate waters and lakes, as well as rivers, streams, mudflats, sandflats, sloughs, prairie potholes, wet meadows, and other wetland communities. Section 404 regulates the discharge of dredge or fill into wetlands, or other waters of the United States, and requires sequencing for proposed impacts. Sequencing requires the avoidance of wetland losses, minimization of impacts, and replacement of unavoidable losses. All development activities that might involve impacts on wetlands, through dredging and filling, require consultation with the USACE. If a given wetland is determined to meet the regulatory definition, either a nationwide permit is issued or an individual permit application is required, depending on the development proposal for fill or land disturbance activities.

Section 401 of the Clean Water Act addresses water quality certification and authorizes the review and conditioning, approval, or denial of federal permits or licenses that might result in discharges to waters of the United States.

Community Environmental Response Facilitation Act. In October 1992, Congress amended Section 120(h) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) with the Community Environmental Response Facilitation Act (CERFA)(Public Law 102-426). CERFA establishes new requirements for contamination assessment, cleanup, and regulatory agency notification and concurrence for federal facility transfers.

CERFA requires federal agencies to identify uncontaminated parcels, with regulatory concurrence. It allows transfer by deed of remedied parcels at the point when successful operation of an approved remedy has been demonstrated to EPA.

CERFA requires that the identification consider petroleum products as well as CERCLA hazardous substances. For property that is part of a facility listed on the National Priorities List, the identification cannot be considered complete until the EPA Administrator concurs. For real property not on the National Priorities List, the identification cannot be considered complete until the state concurs.

The law requires an agency transferring parcels identified as uncontaminated to provide a covenant that any response action or corrective action found necessary will be undertaken by the United States. The deed for such parcels must also provide for a right of access to perform any additional response action, including appropriate investigations. CERFA's

objective is to identify real property where no CERCLA-regulated hazardous substances or petroleum products were disposed of or released.

Comprehensive Environmental Response, Compensation, and Liability Act. CERCLA, better known as Superfund, addresses cleanup of past hazardous substance sites that pose threats to human health or the environment. The Superfund Amendments and Reauthorization Act of 1986 (SARA) expanded applicability of this law to federal facilities. SARA provides procedures to clean up toxic or hazardous substances at closed or abandoned hazardous substance sites.

Procedures for conducting cleanup are governed by the National Oil and Hazardous Substances Pollution Contingency Plan. Major steps in the cleanup process include preliminary assessment and site investigations of hazardous substance releases, remedial investigation and preparation of feasibility studies for cleanup, a ROD for selecting among cleanup alternatives, and design of remedial measures and implementation of remedial action. The process includes creation and maintenance of an administrative record for public review and notices to the public for review and comment at major junctures.

Endangered Species Act. Under the ESA the Commonwealth of Kentucky (by statute) is required to conserve biological or wildlife species that have been federally listed as endangered or threatened. All federal agencies must consult with the U.S. Fish and Wildlife Service (USFWS) to ensure that any actions authorized, funded, or carried out by the agencies are not likely to jeopardize the continued existence of any endangered or threatened species or to result in the destruction of or substantial damage to its critical habitat. This consultation, deriving from Section 7 of the act, is often referred to as the Section 7 consultation process. While this consultation is in progress, an agency must not make an irretrievable commitment of resources to its project. A consultation typically leads to the USFWS's suggestion of alternatives or mitigating measures that can be incorporated into the project, thereby allowing its completion.

The ESA prohibits the taking of endangered fish and wildlife species. Taking includes harassing, harming, pursuing, hunting, shooting, wounding, killing, trapping, capturing, collecting, or attempting to do any of these things. With respect to the taking of endangered plants, it is prohibited to remove or reduce to one's possession any listed species. Under the ESA, the Secretary of the Interior issues regulations to conserve threatened species.

Amendments to the ESA in 1982 allow the Secretary of the Interior to approve "incidental" taking of listed

species if, after notice and comment, the Secretary finds that the taking will be incidental, the applicant will exert maximum effort to minimize and mitigate the effects of taking, the applicant will ensure adequate funding for the plan, and the taking will not appreciably reduce the likelihood of survival and recovery of the species in the wild.

Migratory Bird Treaty Act. The MBTA (16 U.S.C. 703-712) and its implementing regulations make it unlawful for any person to take (i.e., pursue, hunt, shoot, wound, trap, capture, or collect) any migratory bird without first receiving a permit to do so. Take, under the MBTA, does not include “harass” or “harm” as in the Endangered Species Act and pertains predominately to actions involving the deliberate killing or collecting of species (i.e., not destruction of habitat). The USFWS is responsible for issuing take permits and for enforcing the MBTA and its implementing regulations. Although the MBTA does not provide for incidental take of migratory birds, it does authorize the USFWS to issue “special purpose” permits. These permits are required before any person can lawfully take or otherwise possess migratory birds, their parts, nests, or eggs for any purpose not otherwise covered by the general permit regulations. The USFWS does not have an official policy governing issuance of such permits to federal agencies.

National Environmental Policy Act (NEPA). Public Law 91-190, passed by Congress in 1969, established a national policy designed to encourage consideration of the influence of human activities on the natural environment. NEPA also established the Council on Environmental Quality. NEPA procedures require that environmental information be made available to the public before decisions are made.

National Historic Preservation Act (NHPA). Implemented by the State Historic Preservation Officer (SHPO). The NHPA protects buildings, sites, districts, structures, and objects that have significant scientific, historic, or cultural value. The act establishes affirmative responsibilities to preserve historic and prehistoric resources. Effects on properties that are on, or eligible for, the National Register of Historic Places must be taken into account in planning and operations. Any property that may qualify for inclusion on the National Register of Historic Places must not be inadvertently transferred, sold, demolished, substantially altered, or allowed to deteriorate.

National Register of Historic Places criteria are those qualities of significance in American history, architecture, engineering, archeology, and culture present in districts, sites, buildings, structures, and objects of state, local, regional, or national

importance. These properties possess integrity of location, design, setting, materials, workmanship, feeling, and association.

Fulfillment of the purposes of the NHPA is assisted through coordination with the Advisory Council on Historic Preservation (ACHP) and with the State Historic Preservation Officer (SHPO).

Resource Conservation and Recovery Act. Under the Resource Conservation and Recovery Act (RCRA), EPA defines those substances which are hazardous and regulates their generation, treatment, storage, transportation, and disposal. EPA also establishes technical and performance requirements for hazardous substance management units and exercises responsibility over a permit system for hazardous substance management facilities. RCRA is also the source for regulations pertaining to solid waste management and underground storage tank management.

APPENDIX C – Court of Justice Facilities Forms

- Certificate of Availability and Commitment of Local Funds
- Soil Bearing Capacity Declaration
- Declaration of Uniformity of Area Soils Conditions
- Standard Request for Proposal for Financial Advisors
- Standard Contract for Financial Advisor Services
- Project Financing Form
- Non-Collusion Affidavit
- Project Development Board A-E Selection Grade Sheet
- Project Development Board Construction Service Provider Selection Grade Sheet
- Project Development Board Availability and Financial Advisor Selection Grade Sheet
- Architectural-Engineering Services Invoice
- Project Budget Worksheet



Commonwealth of Kentucky Court of Justice

Certificate of Availability and Commitment of Local Funds

DATE: _____

LOCATION: _____

ADDRESS: _____

THE AMOUNT OF LOCAL FUNDS IS HEREBY DECLARED AVAILABLE AND COMMITTED
FOR THE PROJECT TITLED: _____

TOTALS: \$ _____, _____, _____, _____, _____
Numbers *Text*

Signature: _____

Printed Name: _____

Constitutional Title: _____

Local Agency Name: _____

Witnesses:

Signature: _____

Printed Name: _____

Title: _____

Signature: _____

Printed Name: _____

Title: _____



Commonwealth of Kentucky Court of Justice

Soil Bearing Capacity Declaration

DATE: _____

LOCATION: _____

ADDRESS: _____

PROJECT: _____

"On the basis of our surface and subsurface investigation, and on generally accepted practices and procedures of the geotechnical engineering profession, I hereby declare to the best of my professional opinion, that the existing soil conditions at the site for this project are of a nature and classification which determine that the undisturbed soils at elevation _____ feet (elevation of the bottom of the proposed footing) when considered in conjunction with the supporting capability of the underlying soil strata, are rated at an allowable design bearing capacity of not less than _____ pounds per square foot for a spread footing type of building foundation."

Signature: _____

Soils Engineer Name: _____

Title: _____

Firm's Name: _____

Footnotes:

1/ A Soil Bearing Capacity Declaration is not required for rehabilitation work, small lightweight facilities, and minor additions when existing soils surveys and/or the performance of the existing building provide the A-E sufficient evidence to make a statement on the preliminary plans stating the justification that additional soils studies are not required for the project.

2/ The wording of this document is not to be changed, since the wording has been reviewed by legal counsel and the Geotechnical Association for proper wording and undue liability for the Soils Engineer.



Commonwealth of Kentucky Court of Justice

Declaration of Uniformity of Area Soils Conditions

DATE: _____

LOCATION: _____

ADDRESS: _____

PROJECT: _____

"I hereby declare, on the basis of my knowledge of soil conditions within this area and in conjunction with review of published geological data for this region, that the soil conditions and characteristics existing at the subject site for the proposed project are not peculiar to the site but are, in my judgment, the same type and nature of soils that are prevalent throughout the area (within at least a 5-mile radius of the subject site) to such an extent that it would not be reasonable to expect that the requirement for special foundation and pavement work needed for the proposed facilities at this site could be avoided by relocation of the project to another area within the 5-mile radius."

Signature: _____

Soils Engineer Name: _____

Title: _____

Firm's Name: _____

Note: The wording of this document is not to be changed, since the wording has been reviewed by legal counsel and the Geotechnical Association for proper wording and undue liability for the Soils Engineer.



Kentucky Court of Justice

Standard Request for Proposal for Financial Advisors

The _____ County Fiscal Court (the "County") plans to (Choose, as applicable: "Construct", "Renovate", "Adapt", and/or "Expand") the _____ Court Facility and to accomplish the financing for the project through the issuance of tax-exempt revenue bonds. The County desires the services of a Financial Advisor to develop a plan of financing, consult and advise County/AOC officials as to current market conditions, and coordinate the sale and delivery of the Bonds. The County is inviting proposals to provide Financial Advisory services.

Interested service providers should submit ten (10) copies of their proposal(s) no later than (Specify DATE/TIME). Proposals received after (Specify DATE/TIME) will not be accepted. It is solely the responsibility of the respondent to meet the deadline and to assure the timely delivery of all proposals. Neither, the Local Agency nor the Project Development Board is responsible for the delivery of proposals. Proposals received after (Specify DATE/TIME) shall not be considered and shall be returned, unopened to the Respondent. Faxed copies and electronic transmissions will not be accepted or considered.

Enter Local Agency, in care of (C/O)
Project Development Board
name/address/
telephone number/FAX number

Each response to the RFP must address all of the following items. Failure to comply with the requirements of the RFP will result in the firm's response not being evaluated by the Project Development Board.

I. Disclosure

A. Please respond to the following statements:

1. The Financial Advisor affirms that there is no prior, current, or anticipated commitment, which would interfere with or cause a conflict of interest in representing the County.

YES: _____

NO: _____

2. The Financial Advisor and/or firm has provided financial advisory services to Kentucky or other similar governmental units for no less than five (5) years.

YES: _____

NO: _____

3. The Financial Advisor, other members of the financing team, and the firm have not been subject to Securities and Exchange Commission ("SEC"), SRO, federal, or state sanctions or disciplinary action including but not limited to censure, limits on operations, suspension, revocation, or refusal of registration, expulsion from the securities business, monetary penalties, criminal convictions, etc.

YES: _____

NO: _____

4. The Financial Advisor, other members of the financing team, and the firm are not under investigation by the SEC, any SRO, and/or any federal or state government agency.

YES: _____

NO: _____

5. If asked to assist in the selection of bond counsel, trustees, GIC Providers, or other professional services, the financial advisor agrees to disclose any compensation arrangement between the financial advisor and/or firm and service provider as Attachment A. to this form.

B. Provide explanations to any "NO" responses.

We certify that the above answers are accurate and complete to the best of our knowledge and realize that answering the above questionnaire falsely will disqualify the Financial Advisor from further participation in the RFP process.

Financial Advisor

Municipal Securities Principal of
Financial Advisory Firm

II. Qualifications – Descriptions of Skills Required to Perform the Services

A. Discuss the financial advisory experience and range of services over the past five years in financing court facilities construction or similar projects. Include a brief history of your firm and any distinguishing characteristics that would enable your firm to best serve the Project Development Board. Attach covers from at least two Official Statements over the past two years listing your firm as the financial advisor as Attachment B. to this form.

B. Identify the principal contact who would serve as the advisor the County and specifically discuss that individual's experience as principal financial advisor with similar issuers over the last five years.

C. Identify the person in the firm who would provide cash flow and debt structuring analysis and describe that individual's experience providing that service to other similar issuers within the last two years.

D. Provide resumes for all firm members involved in the transaction.

E. Provide at least three references from similar issuers served over the past two years as Attachment C. to this form.

III. Additional Required Information:

A. If it is judged not to be in the best interest of the County to carry the cost of interim financing, then describe the specific steps that will be taken to secure short-term interim financing for the Project Development Board. How would bids be solicited? Describe the success your firm has had with three similar issuers in attracting bids from local banks and institutional and retail firms to underwrite short-term interim financing. Include the number of bids received for each of the three (3) issuers

B. Describe the specific steps that will be taken to secure bids for the reinvestment of bond proceeds. What investments vehicles are recommended? Describe the success your firm has had with three similar issuers in attracting bids. Include the number of bids received for each of the three (3) issuers.

C. Describe the financing structure to be used by the financial advisor. Demonstrate knowledge of Court Facilities Financing guidelines and ways of securing a strong credit rating. How would bids be solicited? As variables such as interest rates are unknown, proposals will not be compared on the basis of projected costs. Proposals incorporating financial advisory fees, which are higher than the Standard Fee Schedule, will not be accepted for consideration.

IV. Fee Schedule

| |
|---|
| <p style="text-align: center;">Commonwealth of Kentucky Court of Justice</p> <p style="text-align: center;">Maximum Allowable Fee Schedule for Services and Expenses of Financial Advisor</p> <p><u>Proposal fees shall not exceed:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> \$11 per \$1,000 on the first \$1 million,<input type="checkbox"/> \$10 per \$1,000 on the second million, and<input type="checkbox"/> \$ 6 per \$1,000 on anything over \$2 million.<input type="checkbox"/> A proposed fee shall be based upon the amount of bonds actually issued; and, shall include printing of bonds, distribution of preliminary and official statements, advertising the bond issue (except national publication charges), out-of pocket expenses, travel expenses of the Financial Advisor, postage costs, and other normal expenses related to the bond closing; and,<input type="checkbox"/> A proposed fee shall not include bond and tax counsel fees and additional legal services, national publication charges, title searches, investment advisory services, Guaranteed Investment Contract ("GIC") Provider, county attorney fees, trustee/registrar/paying agent fees, rating service, underwriter's discount, and insurance premium, if any. |
|---|

Extract from AP Part X., Table 18-3 Maximum Allowable Fee Schedule.



Kentucky Court of Justice

Standard Contract for Financial Advisor Services

This agreement is entered into between _____ County Fiscal Court (including _____ County Public Properties Corporation) and (Financial Advisor).

WHEREAS, The County plans to construct a new *court facility* to be occupied and leased to the Administrative Office of the Courts (AOC), and plans to accomplish the financing for the project through the issuance of tax-exempt revenue bonds (the Bonds) ;and

WHEREAS, KRS Chapter 58 grants authority to issue bonds for the purpose of providing funds for such construction; and

WHEREAS, The County desires the services of a financial advisor to develop a plan of financing, consult and advise County officials *and* AOC as to current market conditions and coordinate the sale and delivery of the Bonds, has executed a Request For Proposal (RFP) for said services, and has received proposals from a minimum of (enter number) financial advisory organizations; and

WHEREAS, the firm of _____ represents itself to be qualified, desires to provide professional staff to act as financial advisor to the County, and has been offered the contract pursuant to the RFP;

NOW, THEREFORE, in consideration of the following, the parties hereby agree as follows:

ARTICLE I
SERVICES OF FINANCIAL ADVISOR

1. Ensure the County's compliance with the Rules of Administrative Procedure of the Court of Justice relating to Court Facilities and the financing thereof.
2. Consult with County, AOC, *legal* counsel, auditors, other consultants and Bond Counsel with respect to the structure of the financing program *including but not limited to size and date of issue, schedule of bond maturities, prior redemption provisions, denomination and timing of sale*; in order to ensure that all legal, technical and financial requirements of the financing plan are met, and to that end will participate in the development of basic legal documents associated with such plan.
3. Review and *advise on* all documents and reports, *including but not limited to the necessary advertising; coordinate with legal counsel the preparation of all minutes, resolutions, notices, leases, ordinances, and other documents required for the authorization, sale, issuance, and delivery of the bonds*
4. Attend any meetings or presentations *and provide required materials* to governmental or regulatory bodies, including the Court Facilities Standards Committee, the Capital Projects and Bond Oversight Committee, the Department of Local Government, and the Interim Joint Committee on Appropriations and Revenue, as requested by the County or the AOC, to assist in the development and governmental or regulatory approval of the Bonds.
5. Participate in and coordinate with the County, AOC, *legal* counsel, auditor, other consultants, and Bond Counsel in the preparation and distribution of preliminary and final forms of the Official Statement to be used in the offering of the Bonds *to interested bidders to attract the widest interest possible*, and *advise and make recommendations* with respect to style, organization and content of materials in the Official Statement.
6. If required, assist the County in an effective presentation before rating agencies in conjunction with *legal* counsel, auditors, other consultants and Bond Counsel with a view toward securing the most favorable credit ratings for the Bonds.
7. Assist the County in conducting informational meetings as appropriate to inform and advise dealers, investors and others of the County's financial plans. The Financial Advisor will not be required to pay travel or other out-of-pocket expenses incurred in connection with such meetings by persons other than employees or representatives of the Financial Advisor.

8. Prior to the final sale of the Bonds, the Financial Advisor will advise the County *and AOC* of the current market conditions and will provide detailed market information.
9. Provide supplemental services in the areas of computer *hardware and software* services, *technical experience to structure the bond issue*, post-sale services and provide direction in the investment of the proceeds of the Bonds.
10. In carrying out this Agreement, the Financial Advisor will make available the full experience of its organizations and will employ its members and prestige so as to represent the County with maximum effectiveness in contacts with the financial community and with investors.
11. Advise in the tabulation and comparison of all bids received and recommend the acceptability of the best and lowest evaluated bid from the standpoint of price and interest in relation to financial conditions existing at the time. The Financial Advisor shall use True Interest Cost ("TIC") as a basis for evaluating bids during the sale of Bonds.
12. Bid all investments to ensure that the County and AOC receive optimal investment earnings and meet the permissible investments as described in KRS 64.480. There must be bids from at least three parties.
13. Provide schedule of construction fund expenditures to meet spend-down requirements, to avoid arbitrage rebate, and permissible investments as described in KRS 66.480. If the draw-down schedule is not followed, then the Fiscal Agent is not accountable.

ARTICLE II

OBLIGATIONS OF THE COUNTY

1. The County agrees to employ a nationally recognized Municipal Bond Counsel firm in connection with the sale of the Bonds.
2. The County shall make available its personnel, staff, counsel, consultants and auditors as required to accomplish the preparation of all documents required to *properly support and legally issue* the Bonds, and shall make available such other information as may be reasonably necessary and advisable in marketing the Bonds. Such information may include, in addition to audited financial statements of the County, unaudited interim financial statements. *The County agrees to work in a cooperative effort with the Financial Advisor toward the sale of the Bonds.*

3. The County affirms that there are no outstanding commitments relating to this proposal that are binding on the County and which would impair the validity of this Agreement.
4. If applicable, the County agrees to comply with Securities and Exchange Commission ("SEC") Rule requirements 15(c)2-12, relating to financial statement and certain event disclosures until the Bonds are paid in full.

ARTICLE III FEES

The Financial Advisor shall be paid by the County from the proceeds of the Bonds to be issued and be compensated as follows:

MAXIMUM FEE:

- \$7,500 shall be permitted as a minimum fee on any amount of bonds issued; otherwise,
- \$11 per \$1,000 on the first million;
- \$10 per \$1,000 on the second million; and
- \$ 6 per \$1,000 on any amount over the second million.

NOTE: These numbers should be altered to reflect the actual fee awarded with the response if lower than the amount listed above.

The fee is based upon the amount of bonds actually issued; and, shall include printing of bonds, distribution of the preliminary official statement and the official statement, advertising the bond issue (except national publication charges), all out-of pocket expenses and travel expenses of the Financial Advisor, postage costs and other normal expenses related to the bond closing.

Fee not to include bond and tax counsel fees and additional legal services, national publication charges, title searches, investment advisory services, Guaranteed Investment Contract ("GIC") Provider, County Attorney fees, trustee/registrar/paying agent fees, rating service, underwriter's discount, and credit enhancement, if any.

ARTICLE IV SUBMISSION OF BID

The County agrees that the Financial Advisor may, but is not obligated to, submit a bid in competition with other potential purchases of the Bonds, provided, however, if the Financial Advisor intends to submit a bid for the Bonds, the Financial Advisor shall advise the County of its intent to do so prior to the publication of any Notice of Sale and such Notice of Sale shall contain a disclosure of any such intention.

ARTICLE V TERM OF CONTRACT

This Agreement shall commence upon its adoption by the County and extend until such time as the terms of the Financial Advisor's contract are completed. Either party due to the other party's failure to comply with its terms, provided that notice must be given not less than thirty (30) days prior to such unilateral termination, may terminate this Agreement. No such notice of termination, however, shall impair the obligation of the County to pay fees and expenses incurred by it or the obligation of the Financial Advisor to provide the investment banking services described herein including during such thirty (30) day period.

IN WITNESS HEREOF, the County has executed this Agreement and attested by its duly authorized officers, and the Financial Advisor has caused this Agreement to be executed in its corporate name. All of the above occurred as of the date first written below.

DATE:

County

BY:

TITLE:

Financial Advisor

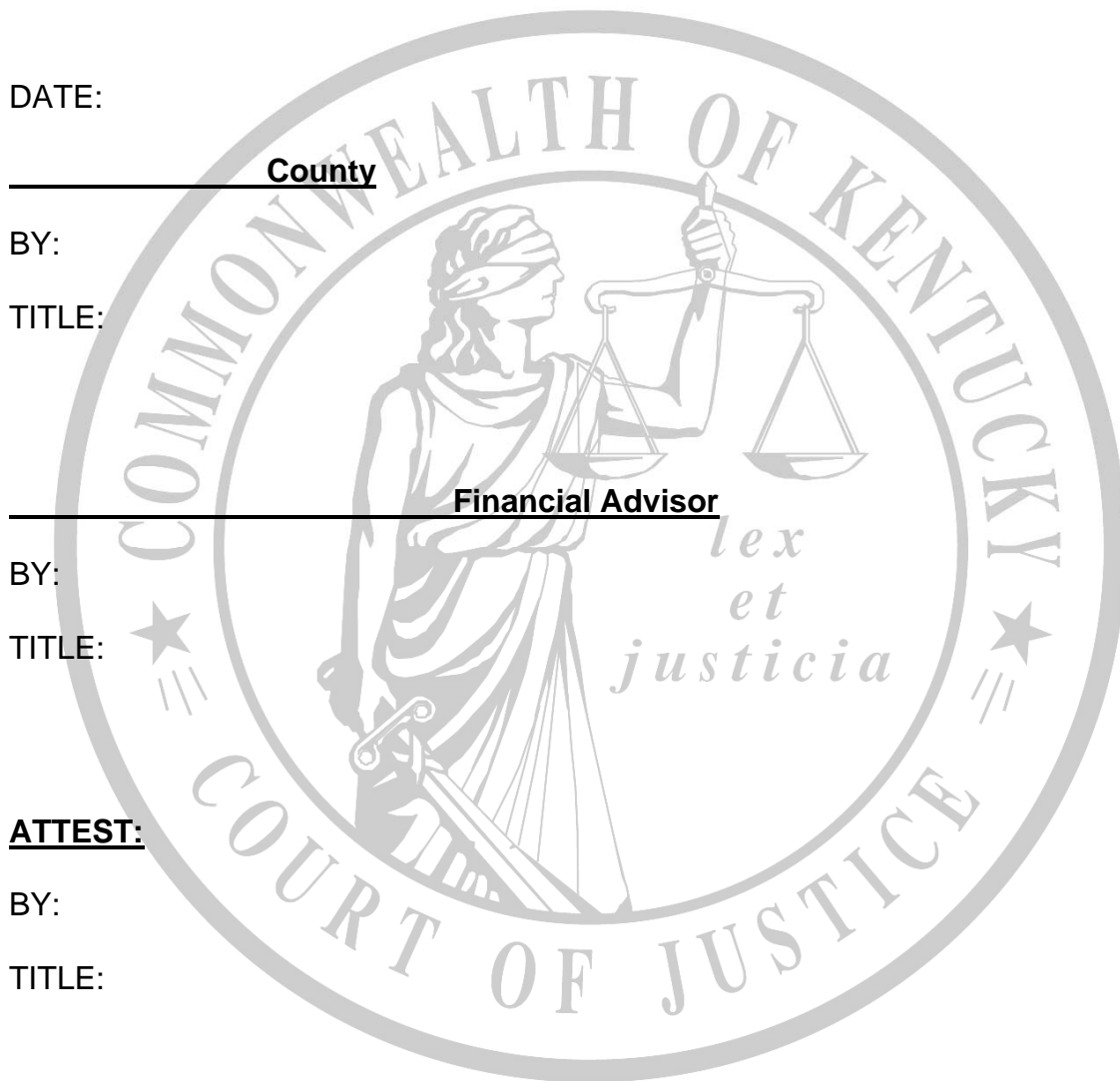
BY:

TITLE:

ATTEST:

BY:

TITLE:





Commonwealth of Kentucky Court of Justice

Project Financing Form

INTERIM FINANCING: ☐

FINAL FINANCING: ☐

COUNTY: _____

DATE: _____

ATTACH PROJECTED DRAW SCHEDULE

| | Budget | Interim Financing Proceeds | Final Financing Proceeds | Total |
|---|--------|-------------------------------|-----------------------------|-------|
| Sources of Funds | | | | |
| Par Amount of Bonds: | | | | |
| Equity Contribution (if project is not solely funded by the AOC): | | | | |
| Other | | | | |
| Total | | | | |
| | | | | |
| Uses of Funds | | | | |
| Land | | | | |
| Site Survey/ Preparation | | | | |
| Construction Costs: | | | | |
| Construction Bid: | | | | |
| Construction Contingency: | | | | |
| Construction Manager, if applicable: | | | | |
| Communications/ Network Infrastructure: | | | | |
| Project Design (Architect-Engineer): | | | | |
| Deposit to Debt Service Fund: | | | | |
| Deposit to Capitalized Interest Fund: | | | | |
| Refunding of Interim Financing | | | | |
| Par Amount of | | | | |

Submitted by: _____ Date: _____

Title: _____

Approval of Interim Financing Plan by Administrative Office of the Courts and Authorization to Proceed with Sale:

AOC Designee: _____ Date: _____

Title: _____

Approval of Final Financing Plan by Administrative Office of the Courts and Authorization to Proceed with Sale::

AOC Designee: _____ Date: _____

Title: _____



Commonwealth of Kentucky Court of Justice
Non-Collusion Affidavit

The undersigned agent, being duly sworn, states that neither he or she nor his or her firm has any relationship, either financial or through kinship regarding the

Project Titled: _____

to:

Design or Construction Management Service Providers:

- ☐ Any member of the Project Development Board or Party having influence on decisions pertaining to the Project.

Construction Managers:

- ☐ Any or all prime contractors or material supplies while using the construction management method of constuction.

Architect's Signature: _____

Architect's Typed Name/Title: _____

Construction Manager's Signature: _____

Construction Manager's Typed Name/Title: _____

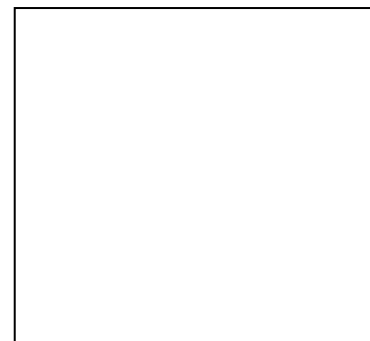
Subscribed and Sworn to Me this

_____ day of

_____, 20 ____

My Commission expires:

_____, 20 ____



Notary Seal



Commonwealth of Kentucky Court of Justice

Project Development Board A-E Selection Grade Sheet

Project: _____

Date: _____

A-E: _____

| Topic | | Point Value* | Score** |
|--------|--|--------------|---------|
| 1 | Capability (qualified staff) | | |
| 2 | Individual Team Members & Consultants | | |
| 3 | Current Work Load & Project Timeline | | |
| 4 | Experience (similar size/scope projects) | | |
| 5 | Knowledge of Court Facilities | | |
| 6 | Change Order History | | |
| 7 | Budget Compliance History | | |
| 8 | Presentation | | |
| Totals | | 100 | |

* Example Point Values, Board may elect to change these values.

** Score within Point Value range, with higher scores being more qualified and lower scores being less qualified. Possible 100-point score.



Commonwealth of Kentucky Court of Justice
Project Development Board
Construction Service Provider Selection
Grade Sheet

Project: _____

Date: _____

A-E: _____

| | | Point Value* | Score** |
|--------|--|--------------|---------|
| Topic | | | |
| 1 | Capability (qualified staff) | | |
| 2 | Staff and Personnel Resources | | |
| 3 | Labor Pool and Training Resources | | |
| 4 | Experience (similar size/scope projects) | | |
| 5 | Knowledge of Court Facilities | | |
| 6 | Change Order History | | |
| 7 | Budget Compliance History | | |
| 8 | Presentation | | |
| Totals | | 100 | |

* Example Point Values, Board may elect to change these values.

** Score within Point Value range, with higher scores being more qualified and lower scores being less qualified. Possible 100-point score.



Commonwealth of Kentucky Court of Justice

Project Development Board Financial Advisor Selection Grade Sheet

Project: _____

Date: _____

Advisor: _____

| Topic | | Point Value | Score* |
|--------|--|-------------|--------|
| 1 | Capability (qualified staff) | | |
| 2 | Firm's Compliance with Court of Justice Rules of Administrative Procedure | | |
| 3 | Experience (similar size/scope projects) | | |
| 5 | Knowledge of Court Facilities Financing | | |
| 6 | Firm's willingness to solicit local/regional Bank participation for interim financing. | | |
| 7 | Firm's willingness to publicly advertise and solicit bids for lowest cost. | | |
| 8 | Presentation | | |
| Totals | | 100 | |

* Score within Point Value range, with higher scores being more qualified and lower scores being less qualified. Possible 100-point score.



Commonwealth of Kentucky Court of Justice

Architectural-Engineering Services INVOICE

Date: _____

Invoice Number: _____

Project: _____

Architect : _____

Address: _____

Original Project Budget: \$ _____

Original Project Bid/ Contract: \$ _____

Approved Executed Change Orderst: \$ _____

Current Construction Budget: \$ _____

Original Total A-E Authorized Fee at _____ %: \$ _____

Current Total A-E Authorized Fee to date _____ %: \$ _____

Phase A fee value: _____ (Phase A) % complete

Phase B fee value: _____ (Phase B) % complete

Phase C fee value: _____ (Phase C) % complete

Earned fee to date: _____ \$

Less Previous paid invoices: _____ \$

Amount Due this Invoice: _____ (Phase A,B,C)

Phase D fee value: _____ \$

Work complete to date - Earned fee: _____ \$

Percent Construction Completed: _____ %

Less previously paid invoices: _____ \$

Current Payment Due: _____ \$

Less 10% Retainage: _____ \$ (Phase D Only)

Amount Due this Invoice: _____ \$

Balance remaining plus retainage : _____ \$

Certification

Architect Signature: _____

Printed Name and Title: _____

PDB / AOC Authorized Payment (AOC Entry Only): \$ _____

General Manager/Manager Signature: _____

Budget Director: _____



Commonwealth of Kentucky Court of Justice

Architectural-Engineering Services ADDITIONAL SERVICES INVOICE

Date: _____

Invoice Number: _____

Project: _____

A-E Firm Name: _____

Address: _____

| | <u>Item</u> | | <u>Amount*</u> |
|-----------|-------------|----|----------------|
| Item #1. | _____ | \$ | _____ |
| Item #2. | _____ | \$ | _____ |
| Item #3. | _____ | \$ | _____ |
| Item #4. | _____ | \$ | _____ |
| Item #5. | _____ | \$ | _____ |
| Item #6. | _____ | \$ | _____ |
| Item #7. | _____ | \$ | _____ |
| Item #8. | _____ | \$ | _____ |
| Item #9. | _____ | \$ | _____ |
| Item #10. | _____ | \$ | _____ |

Forwarded from Continuation Sheet \$ _____

Total Request \$ _____

** Attach any other-party invoices and further justification as required.*

Certification

A-E Authorized Agent Signature: _____

Printed Name and Title: _____

PDB / AOC Authorized Payment (AOC Entry Only): \$ _____

General Manager/Manager Signature: _____

Budget Director: _____



Commonwealth of Kentucky Court of Justice

Court Facilities Project Budget Worksheet for the _____

| | <u>Project Authorization</u> | <u>Phase A Estimate</u> | <u>Phase B Estimate</u> | <u>Phase C Estimate</u> | <u>Contract Amount</u> | <u>Final Cost</u> |
|--|----------------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------|-----------------------|
| a. Court Ratio of Building | _____ % | _____ % | _____ % | _____ % | _____ % | _____ % |
| b. Building Gross Square Feet | _____ SF | _____ SF | _____ SF | _____ SF | _____ SF | _____ SF |
| c. Land and Right of Way | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| d. Site Survey/Prep (non-construction) \$ | _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| e. Project Design | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| f. Construction Costs (Total) | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 1. General Requirements and Conditions | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 2A. Demolition (not including item d. above). | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 2B. Site Construction (not incl. item d. above) | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 3. Concrete | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 4. Masonry | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 5. Metals | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 6. Woods and Plastics (Carpentry) | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 7. Thermal and Moisture Protection | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 8. Doors, Windows, and Hardware | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 9. Finishes | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 10. Specialties (Casework & Fixed Furnishings) | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 11. Equipment | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 14. Conveying Equipment (Elevators, Escalators) \$ | _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 15A. Mechanical, HVAC | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 15B. Mechanical, Plumbing | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 15C. Mechanical, Fire Protection | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Div. 16. Electrical | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Construction Management (if applicable) | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| g. Financing Costs (incl. all fees) | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| h. Commo/Network Infrastructure | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| i. Contingency | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| j. Div. 12. Furnishings (other funds) \$ | _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| TOTAL COST | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

SIGNATURES AND ACCEPTANCES

I hereby certify that the attached estimates and entries related to the cost of the facility are accurate and correct to the best of my knowledge and are based on compliance with approved program documents and Court of Justice Rule of Administrative Procedure Part X.

Phase A Program Cost Estimate

Date Submitted: _____
(day/month/year)

Certification: _____ Date: _____
Design Service Provider (day/month/year)

Certification: _____ Date: _____
Construction Management Service Provider* (day/month/year)

Acceptance: _____ Date: _____
Chairperson, Project Development Board (day/month/year)

Acceptance: _____ Date: _____
AOC General Manager of Facilities (day/month/year)

Phase B Cost Estimate

Date Submitted: _____
(day/month/year)

Certification: _____ Date: _____
Design Service Provider (day/month/year)

Certification: _____ Date: _____
Construction Management Service Provider* (day/month/year)

Acceptance: _____ Date: _____
Chairperson, Project Development Board (day/month/year)

Acceptance: _____ Date: _____
AOC General Manager of Facilities (day/month/year)

Phase C Final Cost Estimate

Date Submitted: _____
(day/month/year)

Certification: _____ Date: _____
Design Service Provider (day/month/year)

Certification: _____ Date: _____
Construction Management Service Provider* (day/month/year)

Acceptance: _____ Date: _____
Chairperson, Project Development Board (day/month/year)

Acceptance: _____ Date: _____
AOC General Manager of Facilities (day/month/year)

Phase D Contract Amounts

Date Submitted: _____
(day/month/year)

Certification: _____ Date: _____
Design Service Provider (day/month/year)

Certification: _____ Date: _____
General Contractor or Construction Manager (day/month/year)

Acceptance: _____ Date: _____
Chairperson, Project Development Board (day/month/year)

Acceptance: _____ Date: _____
AOC General Manager of Facilities (day/month/year)

Final Project Costs

Date Submitted: _____
(day/month/year)

Certification: _____ Date: _____
Design Service Provider (day/month/year)

Certification: _____ Date: _____
General Contractor or Construction Manager (day/month/year)

Acceptance: _____ Date: _____
Chairperson, Project Development Board (day/month/year)

Acceptance: _____ Date: _____
AOC General Manager of Facilities (day/month/year)

Project Milestones

Project Development Board Formulation Date: _____
(day/month/year)

Design Service Provider Selection Date: _____
(day/month/year)

CFSC Phase A Preliminary Approval Date: _____
(day/month/year)

Const. Manager or General Contractor Selection Date: _____
(day/month/year)

Project Completion Date: _____
(day/month/year)

* If project has a Construction Management Service Provider

APPENDIX D – AIA Standard Agreements

AIA Standard Agreements are used for Kentucky Court of Justice construction projects in accordance with and amended by Rule of Administrative Procedure Part X.

This Appendix is only available from a local or state chapter of the American Institute of Architects (AIA), the AIA internet Web Site, some businesses which provide architectural supplies and printing, or (if posted) the Court of Justice, Administrative Office of the Courts internet Web Site. This Appendix is 1,075 pages in length.

APPENDIX E – Court of Justice Amendments to AIA Standard Documents; Addendum to AIA Standard Documents; and, Supplements to AIA Standard Documents

SECTION I - Amendments to AIA Standard Documents (Contracts), Page E-1.

SECTION II - Court of Justice General Provisions Addendum to Contracts for all AIA Standard Agreements, Page E-13.

SECTION III – Supplements, Page E-19.

SECTION I – Amendments to AIA Standard Documents (Contracts)

AIA Document B151-1997 Abbreviated Form of Agreement Between Owner and Architect:

Insert into Article 11 BASIS OF COMPENSATION, Section 11.2.2:

Schematic Design, Phase A: 15%
Design Development, Phase B: 20%
Construction Documents, Phase C: 45%
Construction, Phase D: 20%
Total Basic Compensation: 100%

Insert into space provided in Article 12. OTHER CONDITIONS AND SERVICES:

The Rules of Administrative Procedure of the Court of Justice (AP) have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in AP Part X shall take precedence over any language or conditions stated herein.

The A-E shall execute duties and responsibilities as detailed in this agreement and in accordance with AP Part X., Real Property Management, Section I, titled “Construction Program Development”, within the program budget and scope as defined in the approved Program Documents titled _____, dated _____. This program document shall be made a part of this agreement as referenced and or attached hereto.”

| |
|--|
| <p>Note to A-E Service Providers: The following amendments were included to assist in the comparison of AIA Document B151 to the requirements of the AP Part X., Section I.</p> |
|--|

Definitions:

“AP Part X., Section I” refers to the Rules of Administrative Procedure of the Court of Justice, Part X, Real Property Management, Section I, Construction Program Development.

ARTICLE 1

1.1 Add: “. . . and as may be modified by AP Part X., Section I. Chapters 13 and 14.”

1.4 Add: Phase schedules are to be established in accordance with AP Part X., Section I. Chapter 14, Paragraph 7.A.

ARTICLE 2

2.2 Add: /Phase A Services

2.2.1 Replace . . . “arrive at a mutual understanding of” with “acknowledge the”.

2.2.2 Add: . . . in accordance with Chapter 14, Paragraph 7.A. of the AP Part X, Section I.

2.2.4 Replace . . . “mutually agreed upon” with “Court of Justice”. Add to last sentence: , and other requirements detailed in AP Part X., Section I. Chapter 14, Paragraph 7.

2.3 Add: /Phase B Services

2.3.3 Add: Such notification shall be given to the Project Development Board and the Architect shall act at the direction of the Project Development Board to reconcile construction costs to the authorized budget in accordance with AP Part X., Section I. Chapter 14, Paragraph 7.

2.4 Add: /Phase C Services

2.4.1 Change first sentence to read . . . Based on the approved Design Development Documents and any adjustments of the Project . . .

- 2.4.3 Add:** . . . , and act at the direction of the Project Development Board to reconcile construction cost estimate to the authorized budget.
- 2.5 Add:** /Part of Phase D Services. Delete: “preliminary”
- 2.6 Add:** /Phase D Services
- 2.6.2 Add:** All articles contained in A201, General Conditions, which conflict with AP Part X., Section I. shall be governed by AP Part X., Section I.

ARTICLE 3

- 3.3.7 Delete**
- 3.3.9 Delete**
- 3.4.3 Delete**
- 3.4.5 Delete**
- 3.4.6 Add:** . . . when not part of the original program or scope of work.
- 3.4.8 Delete**
- 3.4.9 Delete**
- 3.4.10 Delete**
- 3.4.12 Add:** “. . . beyond those as may be required for engineered building systems evaluation for design selections.”
- 3.4.13 Add:** “. . . when and if services required or requested by the Project Development Board exceeds requirements defined in Court Facilities Criteria (AP, Part X., Section II).”
- 3.4.14 Add:** “. . . beyond that service identified as part of Basic Service by AP Part X., Section I.”
- 3.4.14 Delete**
- 3.4.16 Delete**
- 3.4.17 Delete**
- 3.4.18 Delete**
- 3.4.19 Add:** “. . . , beyond those services required or described by AP Part X., Section I. as part of Basic Services.”

ARTICLE 4

- 4.2 Replace with:** “The Owner shall establish an overall budget for the Project, including the Construction Cost and reasonable contingencies related to these costs.”
- 4.3 Add:** Reference AP Part X., Section I. Chapter 14, and note Subcommittee duties and responsibilities.
- 4.4 Add:** Coordinated by A-E Service Provider and paid for by Owner as per AP Part X., Section I. Chapters 13 and 14.
- 4.5 Add:** Coordinated by A-E Service Provider and paid for by Owner as per AP Part X., Section I. Chapters 13 and 14.

ARTICLE 5

- 5.2.2 Replace with:** A fixed limit of Construction Cost is established as a condition of this Agreement by the Court of Justice establishment of a project budget, such fixed limit has been agreed upon in writing and signed by the parties hereto. By the execution of this contract, with the fixed limits established, the Architect shall be permitted to include Court of Justice established contingencies for design bidding, and price escalation, to determine, in accordance with AP Part X., Section I., what materials, equipment, component systems, and types of construction are to be included in the Contract Documents, to make reasonable and approved adjustments in the scope of the Project in accordance with AP Part X., Section I. and to include, as required, Contract Documents alternate bids as may be necessary to adjust the Construction Cost to the fixed limit. Fixed limits shall be increased in the amount authorized by the Project Development Board as an increase in the Construction Budget or a Change Order.
- 5.2.3 Delete**

ARTICLE 6

6.1 Delete entire paragraph and replace entire paragraph with (Paragraph 14-9G):

Plans and specifications are the sole property of the Owner, whether or not the work for which they are made be executed. Use of the plans and specifications shall be in accordance with KRS Chapter 323 and KRS Chapter 322, and for any use not in connection with this Contract, shall be only with the written authorization of the A-E.

6.2 Delete entire paragraph and replace entire paragraph with (Paragraph 14-9B(1)):

All documents and records relating in any manner whatsoever to the Project, or any designated portion thereof, which are in the possession of the A-E or the A-E's consultants, shall be made available to the Project Development Board or the AOC General Manager of Facilities or his or her representative for inspection and copying upon written request. Additionally, said records shall be made available, upon request by the Project Development Board, to any state, federal or other regulatory authorities and any such authority may review, inspect and copy such records. Said records include, but are not limited to, all plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the Project, its design, and its construction. Submission or distribution of documents pursuant to this provision, to meet official regulatory requirements or for similar purposes in connection with the Project shall not be construed as publication in derogation of the A-E's reserved rights.

6.3 Delete entire paragraph and replace entire paragraph with: All documents and records relating in any manner whatsoever to the Project, or any designated portion thereof, shall not contain any text or markings that would limit the owner's ability, in any manner whatsoever, to make or have made reproductions of said documents and reproductions. Specifically, any text or marking that denotes a "Copyright" is not allowed.

6.4 Delete

ARTICLE 7

See: AP Part X. Section I. Paragraph 14-9E

ARTICLE 8

See: AP Part X. Section I. Paragraph 14-9F

ARTICLE 9

9.2 Add: . . . , and as required by AP Part X., Section I. where any conflict exists between AIA Document A201 and a Court of Justice Rule of Administrative Procedure, the Court of Justice Rule of Administrative Procedure shall govern.

9.6 Change first sentence: "The AP Part Part X, Section I, Real Property Management and this Agreement"

9.9 Delete from last sentence: ". . . if the Owner has previously advised the Architect in writing of the specific information by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the project."

9.10 Delete

ARTICLE 10

10.2.1.1 Delete

10.2.1.4 Delete

10.2.1.5 Omit: "renderings"

10.2.1.6 Change to read: “. . .expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of the minimum limits required by AP Part X., Section I. Paragraph 14-9H to be carried by the Architect and the Architect’s consultants.”

10.2.1.7 Delete

10.2.1.8 Delete

10.3 Add: “See AP Part X., Section I. Chapter 13.”

10.3.1 Delete

10.3.2 Change to read: “Payments for Services shall be made in accordance with AP Part X., Section I. Chapter 13.”

10.3.3 Add: “. . . , when authorized in writing by the Project Development Board.”

ARTICLE 11 See Rule of Administrative Procedure Part X., Section I. Chapter 13.

11.1 Delete

11.2.2 Add the following percentages:

Schematic Design, Phase A: 15%

Design Development, Phase B: 20%

Construction Documents, Phase C: 40%

Bidding or Negotiation and Construction, Phase D: 25%

Total Basic Compensation: 100%

11.3.1 Add: “. . . as defined in AP Part X., Section I. Chapter 13. Identify any negotiated Terms and/or Services which are applicable and permitted by the Project Development Board in accordance with AP Part X., Section I.”

11.3.2 Add: “Hourly rates shall be negotiated and agreed upon by the Project Development Board in accordance with AP Part X., Section I. Identify any and all negotiated Hourly Rates:”

11.3.3 Add: “1.15”

11.4 Add: “1.15”

11.5 Delete entire paragraph and replace entire paragraph with: “Additional Provisions shall be in accordance with AP Part X., Section I. Chapter 13.”

ARTICLE 12

Add: “The Rules of Administrative Procedure of the Court of Justice (AP) have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in AP Part X shall take precedence over any language or conditions stated herein.

The A-E shall execute duties and responsibilities as detailed in this agreement and in accordance with AP Part X., Section I, within the program budget and scope as defined in the approved Program Documents titled _____, dated _____. This program document shall be made a part of this agreement as referenced and or attached hereto.”

AIA Document A101-1997 Abbreviated Form of Agreement Between Owner and Contractor where the basis of payment is a STIPULATED SUM:

Note to Contractor Service Providers: The following amendments were included to assist in the comparison of AIA Document B101-1997 to the requirements of the AP Part X., Section I.

Definitions:

"AP Part X., Section I" refers to the Rules of Administrative Procedure of the Court of Justice, Part X, Real Property Management, Section I, Construction Program Development.

GENERAL INFORMATION:

ARTICLE 2

Add: "See AP Part X., Section I. Chapter 17."

Add: "The work related to this contract includes all materials, labor, equipment, etc. necessary to complete all work described in <BID PACKAGE #_>."

ARTICLE 3

Add: "See AP Part X., Section I. Chapter 17."

- 3.3 Add:** "Upon completion of coordination prior to start of construction, the Contractor agrees that all work related to this contract shall be completed in accordance with or prior to established project time line. The contractor assumes responsibility for any and all costs related to failure to complete work in accordance with or prior to timeline as approved by the PDB."

ARTICLE 5

Add: "See AP Part X., Section I. Chapter 17."

- 5.1.6.1 Add:** Retainage for Court of Justice construction projects is ten percent (10%) of the contract amount in accordance with AP Part X, Section I.

ARTICLE 6

Add: "See AP Part X., Section I. Chapter 17."

- 6.1 Delete** entire paragraph and replace entire paragraph with: "Contract may be terminated in accordance with AP Part X., Section I."

- 6.1.1 Delete** entire paragraph and replace entire paragraph with: "The work may be suspended in accordance with AP Part X., Section I."

ARTICLE 7

- 7.1 Delete** entire paragraph

- 7.2 Delete** entire paragraph

- 7.6 Add:** "The Rules of Administrative Procedure of the Court of Justice (AP) have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in AP Part X shall take precedence over any language or conditions stated herein."

ARTICLE 8.

8.1.7 Add: “The Rules of Administrative Procedure of the Court of Justice have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in AP Part X shall take precedence over any language or conditions stated herein.”

AIA Document A121/CMc, Standard Form of Agreement Between Owner and Construction Manager where the Construction Manager is also constructor:

Note to CM Service Providers: The following amendments were included to assist in the comparison of AIA Document A121/CMc to the requirements of the AP Part X., Section I.

Definitions:

"AP Part X., Section I" refers to the Rules of Administrative Procedure of the Court of Justice, Part X, Real Property Management, Section I, Construction Program Development.

ARTICLE 1 (Reference: AP Part X., Section I. Chapters 15, 16, and 17.)

- 1.1 Add:** . . . ,and as may be modified by AP Part X., Section I. Chapters 15,16, and 17 and Appendix E.
- 1.2 Add:** . . . ,and as may be modified by AP Part X., Section I.

ARTICLE 2 (Reference: AP Part X., Section I. Chapters 15, 16 and 17 and Appendix E.

- 2.1.1 Add:** ... and shall assist the A-E in the preparation of Phase A, Phase B, Phase C, and Phase D services defined in AP Part X, Section I. Chapters 16 and 17 and Appendix E. The CM shall further acknowledge the program document, which is inclusive of the construction budget, is adequate to proceed and shall establish the limits under which they shall construct the project.
- 2.1.6 Add:** "When the GMP is established by public bid the owner shall retain the right to reject any bid or bidder / contractor or subcontractor and may select the bid or bidder that represents the best bid and the best interest of the Courts. When GMP is established by public bid omit all reference to the word "proposal".
- 2.1.7 Add:** "When the GMP is established by public bid the CM shall regulate all lead time and delivery schedules of related items to the project. When the GMP is established by public bid omit all reference to the word "proposal".
- 2.1.8 Omit:** Sentence three.
Add: "The CM shall be responsible for all portions of the work, plan, specifications, and or procedures for which they are responsible to comply with applicable law, ordinances, codes and any other rule and or regulatory requirements of the project."
- 2.2 to 2.2.10 Omit** all references to the word, " proposal " when the GMP is, or is to be, established by public bid.
- 2.2.1 Add:** "During Phases A, B, and C Design Services, the Construction Manager shall work to assure the GMP costs will comply with the authorized budget when bids are recieved. The GMP may also be established up on receipt and review of public bids; the GMP shall then be established by the bid tabulation total for all costs of the work and the CM Fee
- 2.2.2. Add:** ". . . when the GMP is established by public bid the CM shall have determined the total project scope and all costs of the work"
- 2.2.3. Add:** ". . . when GMP is established by public bid no specific CM contingency shall be part of the GMP. Any project contingency available with in the project budget shall be controlled by the Owner / Project Development Board, and shall only be added to the GMP by Change Order in accordance with AP Part X."
- 2.2.4. Add:** "When the GMP is established by public bid, the CM shall provide the required written statement / summation of the GMP, omitting items 2.2.4.2/2.2.4.3/2.2.4.4. "
- 2.2.5. Add:** ". . . in accordance with AP Part X Section I the CM / Owner shall option the GMP and shall agree in writing to the final GMP established by the bid process prior to proceeding with the Phase D CM Services. In the event the bid does not establish an acceptable GMP, within the authorized budget, the CM shall continue to work with the Architects / Owners to reduce the GMP

to meet the budget or the Owner and CM may terminate services . . . based on the Owners determination of “Best Value”, “Best Interest of the Courts/ Owner”.

- 2.2.6 Add:** “When the GMP is established by public bid, omit all reference to the word “proposal”. Phase D CM Services shall be extended to this agreement by written notice to proceed when signed and agreed by CM and Owner in accordance with AP Part X , and Amendment No. 1”.
- 2.2.9. Delete:** When the GMP is established by public bid, omit all reference to the word “assumptions”.
- 2.3.1. Add:** “When the GMP is established by public bid the Owner and CM shall cooperate to solicit bids through public notice procedures compliant with state and local law and AP Part X. When the GMP is established by public bid, the Owner shall retain the right to reject any bid or bidder / contractor or subcontractor, and may select the bid(s) or bidder(s) that represents the “Best Value”, “Best Interest of the Courts / Owner”.
- 2.3.2.1. Add:** “When GMP is established by public bid, the CM is not prohibited from bidding on portions of the work for which they customarily and or are qualified to perform. The CM shall be required to bid through the competitive process. The competitive bid process shall include all work required of the project when the GMP is to be established by public bid.
- 2.3.2.2.5 Add:** “When GMP is established by public bid.”
Omit all reference to the word “proposal”.
- 2.5 Delete:** last two sentences of the paragraph.

ARTICLE 3 (Reference: AP Part X., Section I. Chapters 15 16 and 17 and Appendix E.)

- 3.1.3 Delete:** Entire paragraph.
Replace with: “The Owner shall have established the budget for the Project. The CM, Architects, and other consultants shall have entered into this and other respective agreements with full knowledge of the established budget inclusive of all project costs and contingencies. The CM and Architects shall provide their services within the limits of the Owner established budget. The budget shall only be modified, in accordance with AP Part X.”
- 3.1.4.4 Add:** “Such tests, inspections, and or reports shall be agreed in writing, as costs to the Owner, prior to such service being provided to the Project. These listed tests, inspections, reports, and or services as may be required by law and are related to the projects construction procedures and or the means and methods, shall be included in the GMP and shall *not* be the responsibility of the owner.
- 3.2 Add:** “The duties and responsibilities of the Owner and or the Owner’s representative (the Project Development Board) shall be in accordance with AP Part X, where the conditions of this paragraph may conflict.”
- 3.3 Delete:** Reference to AIA Document B141
Replace with: “AIA Document B151 and or B141.”
Add: “The duties and responsibilities of the Owner and the Owner’s Architect shall be in accordance with AP Part X, where the conditions of this paragraph may conflict. The responsibility, duty, and relationship of the CM and the Architect, one to the other, shall be in accordance with AP Part X regardless of the specific contracts used to employ their services.”

ARTICLE 4 (Reference: AP Part X., Section I.)

- 4.1.1 Add:** “(Reference: AP Part X., Section I. Chapters 15) CM fee compensation is limited to the specific Fee Schedule 15 –1, and Section 15.3, *Payments to Construction Management Provider*, of Chapter 15. Compensation for Phases A, B, and C of the project is limited and restricted to services rendered, in accordance with AP Part X, Chapter 15, Paragraph 15.3.”
- 4.1.2 Delete:** Omit entire paragraph.
Add: (Reference: AP Part X., Section I. Chapters 15) CM fee compensation is limited to the specific Fee Schedule 15 –1, and in accordance with AP Part X, Chapter 15, Paragraph 15.3.”
- 4.1.3 Delete:** Entire paragraph.
- 4.2. Add:** “Payments for Phases A, B, and C of the project is limited and restricted to services rendered, in accordance with AP Part X, Chapter 15, Paragraph 15.3.”

ARTICLE 5 (Reference: AP Part X., Section I).

- 5.1 Add:** “(Reference: AP Part X., Section I. Chapters 15); CM fee compensation is limited to the specific Fee Schedule 15 –1, and Section 15.3, *Payments to Construction Management Provider*, of Chapter 15. Compensation for Phase D of the project is specified therein.”
- 5.1.1 Add:** “(Reference: AP Part X., Section I. Chapters 15) CM fee compensation is limited to the specific fee schedule 15 –1, and section 15.3 *Payments to Construction Management Provider*, of Chapter 15.”
- 5.2 Add:** “The GMP shall not exceed the Authorized Project Budget, with the Exceptions as may be approved in accordance with AP Part X, by the Owner, PDB, AOC General Manager of Court Facilities, the AOC Budget Director, and other regulatory agency(ies). *The construction cost shall not exceed the amount approved by the Commonwealth of Kentucky General Assembly as detailed in the Program Document, unless specifically approved by the Owner, PDB, AOC General Manager of Court Facilities, the Court Facilities Standards Committee, and/or the Capital Construction and Bond Oversight Committee as necessary by Court of Justice AP Part X, and/or Law.*”
- 5.3 Add:** “(Reference: AP Part X., Section I. Chapters 15 , 16, 17) AP Part X shall govern all Changes in the Work, where the conditions of this section may conflict.”

ARTICLE 6 (Reference: AP Part X., Section I).

- 6.1 Add:** “Article 6, Sections 6.1 through 6.4.1 are expressive of the details and defines the GMP. The CM may be paid for the costs of all project contracts, sub-contracts, and CM services as costs to be reimbursed, where the costs to be reimbursed are defined as, the progress payments for the GMP. Reimbursable expenses regardless of specific definitions applied here, in Article 6, shall not be contrary to AP Part X, Section I. Furthermore, AP Part X shall govern, where the conditions of this section may conflict. There are no “reimbursable” expenses to the CM Fee. The Fee is all inclusive of CM Services to the construction of the Project.”

ARTICLE 7 (Reference: AP Part X., Section I.)

- 7.1 Add:** “(Reference: AP Part X., Section I. Chapters 15, 16, 17) AP Part X shall govern all Changes in the Work where the conditions of this section may conflict.”
- 7.2 Add in Bold Type:** “**Final payment(s) to CM shall not be made until the Project Development Board and the AOC General Manager of Court Facilities have received the “record drawings” and a “Certificate of Substantial Completion” (AIA Document G704) has been executed.**”

ARTICLE 8 (Reference: AP Part X., Section I).

ARTICLE 9 (Reference: AP Part X., Section I).

- 9.1 Add:** “Section 9.1 through 9.1.6 shall be governed by AP Part X where the conditions of this section may conflict.”
- 9.2 Add:** “Sections 9.2.1 through 9.3.5 shall be governed by AP Part X where the conditions of this section may conflict.”
- 9.3.2 Delete:** Last sentence of this paragraph.
Add: “The Contract shall be governed by AP Part X, Section I.”
- 9.3.4 Delete:** Entire paragraph.
Add: “The contract shall be governed by AP Part X, and all dispute resolutions for Court of Justice Projects shall be resolved the Franklin Circuit Court, Frankfort, Franklin County, Kentucky, as directed by AP Part X, Section I. This requirement shall apply to all contracts, subcontracts, and or purchase orders of this project, and the CM shall be responsible for all contracts

containing this referenced requirement. Failure to apply this requirement to all contracts of the GMP shall cause the CM to hold the Owner harmless of judgments outside this Jurisdiction.

ARTICLE 10 (Reference: AP Part X., Section I.)

- 10.1 Add:** "Sections 10.1.1 through 10.3 shall be governed by AP Part X, where the conditions of this section may conflict. AIA Document 201 shall also be governed by AP Part X, Section I, where conflicts between the documents may exist."
- 10.2. Add:** "Contract terminations shall comply with AP Part X, Section I and Appendix E, Section II."

ARTICLE 11 (Reference: AP Part X., Section I. and Appendixes)

- 11.1 Add:** "The Rules of Administrative Procedure of the Court of Justice have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in AP Part X shall take precedence over any language or conditions stated herein."
- 11.2 Add:** "The CM shall execute duties and responsibilities as detailed in this agreement and in accordance with the AP Part X., Section I., Construction Program Development, within the program budget and scope as defined in the approved Program Documents titled _____, dated _____. This program document shall be made a part of this agreement as referenced and or attached hereto."
- 11.3 Add:** "Specific and written costs or contract amounts that are contrary to AP Part X shall not be binding on the Owner or the CM. Any calculation errors shall be corrected and reported to the Project Development Board."
- 11.4 Add:** "The CM's signature on this Agreement represents agreed compliance with AP Part X."
- 11.5 Add:** "The CM shall utilize a Critical Path Construction Schedule for the project to govern all construction scheduling, contractor performance, and schedule compliance."

AIA Document C142 Abbreviated Architect-Consultant Agreement:

Insert into space provided in **Article 9. OTHER CONDITIONS AND SERVICES:**

“The Rules of Administrative Procedure of the Court of Justice (AP) have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in AP Part X shall take precedence over any language or conditions stated herein.”

“The A-E and Consultant shall execute duties and responsibilities as detailed in this agreement and in accordance with AP Part X., “Real Property Management, Section I., “Construction Program Development”, within the program budget and scope as defined in the approved Program Documents titled _____, dated _____. This program document shall be made a part of this agreement as referenced and or attached hereto.”

AIA Document G601, Land Survey Agreement-June 1979 Edition:

Insert into space provided in **Article 6. ADDITIONAL REQUIREMENTS:**

“The Rules of Administrative Procedure of the Court of Justice (AP) have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in AP Part X shall take precedence over any language or conditions stated herein.”

The Consultant shall execute duties and responsibilities as detailed in this agreement and in accordance with the AP Part X., Real Property Management, Section I, Construction Program Development, within the program budget and scope as defined in the approved Program Documents titled _____, dated _____. This program document shall be made a part of this agreement as referenced and or attached hereto.”

APPENDIX E – SECTION II. Court of Justice General Provisions Addendum to Contracts for all AIA Standard Agreements

This Addendum relating to General Provisions shall be incorporated into all AIA Standard Agreements (Contracts) pertaining to Court of Justice projects as if fully set out therein. These provisions shall establish additional requirements and responsibilities of all Project service providers. This Addendum supercedes any provision to the contrary contained in any such Agreement.

- A. Owner's Representative:** For the purpose of the Contract, the PDB, is hereby designated as the representative of the Owner with full authority to act in all matters pertaining to this Contract for and in the name of the Owner, and may delegate such authority to such other representatives of the AOC the PDB deems in the best interest of the Owner and COJ, for the proper administration of the Project.
- B. Prior Agreements:** The Contract Documents shall supersede any and all prior negotiations or agreements, both oral and written, between the Owner and the Design or Construction Service Provider.
- C. Conflict of Interest and Non-Collusion Policies and Principals:** By his or her signature on the Contract (Agreement), the Design or Construction Service Provider certifies that it is legally entitled to enter into this contract with the Commonwealth of Kentucky, and by holding and performing this contract shall not be in violation of AP Part III, Court of Justice Personnel Policies. Additionally, the Design or Construction Service Provider shall sign and submit to the PDB a COJ Non-Collusion Affidavit as identified in AP Part X, Section I, Appendix C, prior to approval of any and all contracts.
- D. Solicitation and Hiring of State Employees:** The Design or Construction Service Provider shall comply with the policies of the COJ and the Commonwealth and shall not solicit or employ state employees in conjunction with work under the Contract without the approval of the head of any department from which employees are sought to be obtained, nor without the approval of the PDB.
- E. Indemnity:** The A-E, CM, Construction Service Provider, subcontractors, and material providers (Design or Construction Service Provider) shall indemnify and hold harmless the PDB, the Owner and the COJ from and against all liability, claims, loss, costs, and expense, including defense costs, arising out of, or resulting from, the negligent acts, errors, or omissions. In the event the Owner is alleged to be liable due to negligent acts or omissions of the Design or Construction Service Provider, the Design or Construction Service Provider shall defend such allegations and the Design or Construction Service Provider shall bear all costs, fees, and expenses of such defense, including but not limited to, all attorneys' fees and expenses, court costs, and expert witness fees and expenses.
- F. No Third Party Beneficiaries:** Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party.
- G. Successors and Assigns:** The Owner, the PDB, the AOC, the Design or Construction Service Provider shall not assign its rights hereunder, excepting the right to payment, nor shall it delegate any of its duties hereunder without the written consent of the other party. Subject to the provision of the immediately preceding sentence, each party binds itself, its successors, assigns, and legal representatives to the other and to the successors, assigns, and legal representatives of such other party. The Owner, Design or Construction Service Provider, each bind itself, its partners, successors, legal representatives and assigns to the other party, to AP Part X, and to the partners, successors, legal representatives, and assign of such party with respect to all covenants of the Contract. Upon written notification to the PDB, the Design or Construction Service Provider may assign a portion of his or her financial interest to a recognized financial institution for underwriting operations covered by the Contract.

- H. Minimum Insurance Requirements:** The Design or Construction Service Provider shall maintain the following, or equivalent, insurance policies at no less than the limits shown below and cause trade contractors or subcontractors to maintain similar insurance with limits acceptable to the COJ:

| <i>Coverage</i> | <i>Limits</i> |
|---|---|
| Professional Liability (A-E & Survey, Analysis, & Testing Service Providers) | \$1 million per occurrence, \$2 million aggregate |
| CM, GC and Trade Contractors' Liability | 100% Payment & Performance Bonding |
| General Liability | \$1 million per occurrence, \$2 million aggregate |
| Worker's Compensation | Statutory |
| Employer's Liability (All) | \$ 500,000.00 |
| Builder's Risk Insurance* | 100% of value of all work |

* CM may procure on behalf of the Owner, if the Owner does not directly procure. All Builder's Risk Insurance costs shall be 100% reimbursed and are not part of CM fees.

Under Certain Circumstances, as determined by the AOC General Manager of Court Facilities, the PDB may require, due to consideration of Project size and risk versus reward analysis, the A-E Service Provider to provide insurance coverage over the above the described standards. Such additional insurance coverage shall be negotiated and agreed upon as fair for all parties. Also, additional insurance coverage may be required by the Owner as an additional service and/or Project specific coverage policies when deemed appropriate and necessary during the A-E Contract final negotiations.

- I. Performance Bond Requirements:** The CM, GC, and Construction Service Providers shall obtain and maintain a Performance Bond policy.

- J. Compliance with Authorized Program, Budget and Standards:** All Project Service Providers shall comply with approved and current Program Documents, Program Budget, and Design and Construction standards in accordance with AP Part X, Section III.

- K. Materials and Equipment:** The A-E shall only prepare specifications, in accordance with AP Part X, Section III. Court Facilities Design and Construction, that clearly establish the type and quality of materials/equipment, or application of each item in the Project, without writing a closed specification, and shall prepare them in a manner which encourages competitive bidding.

- L. Schedule and Expedition of Work:** The Construction Service Providers shall commence work on the services involved within a period of time specified by the Project's progress schedule, as prepared by the A-E, CM or GC, and the PDB. Should the CM, GC or Construction Service Provider fail or refuse to commence said services within said period of time, the A-E or the PDB shall have the right to terminate the CM, GC or Construction Service Provider contract for cause, subject to Paragraph P of this Section. Nothing in this Section, and nothing set forth in the Contract, shall be construed to relieve the CM, GC or Construction Service Provider of liability for damages sustained by the Owner due to any breach of any contract relating to the Project.

M. Intent and Interpretation:

1. Anything that may be required, implied, or inferred by the Contract Documents which make up the construction contract shall be provided by the Contractor for the Contract Sum;
2. Nothing contained in the Contract Documents shall create, nor be interpreted to create, privity or any other relationship whatsoever between the Owner and any other person except the Contractor;
3. A word, term, or phrase used in the Contract Documents shall be interpreted as defined by AP Part X; or, if not defined in AP Part X, according to its generally accepted meaning in the

construction industry; or, if there is no generally accepted meaning in the construction industry, according to its common and customary usage as determined by the AOC.

4. The word "include", "includes", or "including" shall be deemed to be followed by the phrase, "without limitation."

5. The specification of any act, failure, refusal, omission, event, occurrence, or condition which constitutes a material breach of the resulting contract shall not imply that any other, non-specified act, failure, refusal, omission, event, occurrence, or condition shall be deemed not to constitute a material breach of the resulting contract.

6. In the event of any conflict, discrepancy, or inconsistency, the following shall control:

- a. As between figures given on plans and scaled measurements, the figures shall govern;
- b. As between large scale plans and small scale plans, the large scale plans shall govern;
- c. As between plans and specifications, the requirements of the specifications shall govern.

N. Project Documents and Records:

1. All documents and records (including photographs and renderings) relating to the Project in the possession of the Design or Construction Service Provider, shall be made available to the PDB and/or the AOC General Manager of Court Facilities or his or her designee for inspection and copying upon written request. Additionally, said records shall be made available in the requested format(s) or media, upon request by the PDB, to any state, federal, or other regulatory authorities and any such authority may review, inspect, and copy such records. Said records include, but are not limited to, all plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the Project, its design, and its construction. Submission or distribution of documents pursuant to this provision, to meet official regulatory requirements or for similar purposes in connection with the Project, shall not be construed as publication in derogation of the Design or Construction Service Provider's reserved rights.

2. Said records expressly include those documents reflecting the records of expenses and reimbursable items incurred by the Design or Construction Service Provider in its performance. The A-E and CM or GC shall maintain Project records and documents for no less than seven (7) years after final completion of the Project, or for any longer period of time as may be required by applicable law.

3. Ownership of Documents: All documents relating to a Project including but not limited to plans, specifications, reports, photographs, renderings, are the sole property of the Owner, whether or not the work for which they are made be executed. Use of the plans and specifications shall be in accordance with KRS Chapter 323 and KRS Chapter 322, and for any use not in connection with this Contract, shall be only with the written authorization of the A-E.

O. Project Closeout:

1. Punchlists: The A-E, in conjunction with a CM (if applicable) shall prepare a comprehensive punchlist of work that is not in compliance with the contract documents or is otherwise unacceptable. All punchlists shall be immediately forwarded to the Project Coordinator. The Project Coordinator may add, delete, or modify items to a punch list(s). Issues detailed in punchlist(s) shall be resolved to the satisfaction of the AOC prior to final payment.

2. COJ Acceptance: The AOC General Manager of Facilities, after receipt of record drawings and operations and maintenance manuals and upon recommendation from the A-E, shall evaluate the facility and determine if the facility is complete in accordance with AP Part X. and the Contract Documents. If the manager determines the facility is complete, project closeout may proceed.

3. Finance: Within 90 calendar days after COJ acceptance and occupation of the facility, the A-E, CM, and Contractors shall submit to the PDB, the AOC General Manager of Court Facilities, and the AOC Budget Director, a Memorandum of Record stating that either "all charges for work have been submitted and paid with regard to the (Project name) Project" or shall detail any and all invoices or statements of charges which are outstanding or have not been paid.

4. Final Payment for Services: Final payment to the A-E and CM or GC shall not be made until the PDB and the AOC General Manager of Court Facilities have received the record drawings which are complete and fully depict the As-Built condition of the Project, Operation and Maintenance Manuals, and the Certificate of Substantial Completion (AIA Document G704).

P. Termination:

1. General: If the PDB and/or the AOC General Manager of Court Facilities elect to use a Design or Construction Service Provider, the PDB, with approval or direction by the AOC General Manager of Court Facilities, may terminate the services of the Design or Construction Service Provider.

2. Contract Termination: Any Design or Construction Service Provider who is determined in writing by the Owner, the PDB, or the AOC General Manager of Court Facilities to be in breach of any of the terms and conditions of a contract regarding or affecting a Commonwealth of Kentucky COJ facility by such contractor, shall, in the discretion of the Owner, the PDB, or the AOC General Manager of Court Facilities be declared in default and such contract may be terminated as a result of such default.

3. Notification of Deficiencies: The Design or Construction Service Provider, seven (7) calendar days after receiving written notice from the PDB regarding a deficiency(ies), must correct the deficiency(ies) or provide to the PDB a suitable (as determined by the PDB) recourse action. Failure to correct or obtain a suitable recourse shall be grounds for termination.

4. Default in Performance: A default in performance by a Design or Construction Service Provider which may result in contract termination includes, but is not limited to the following:

- a. Failure to perform the contract according to its terms, conditions, and specifications;
- b. Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;
- c. Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376 or letters of indebtedness received from creditors by the purchasing agency; and,
- d. Failure to diligently prosecute the work under a contract for construction management or construction services.

5. Payment Liability: The Owner and the COJ shall not be liable for payment to a Design or Construction Service Provider terminated for the Design or Construction Service Provider's default after the date of such default as determined by the AOC, except for commodities, supplies, equipment, or services delivered and accepted on or before the date of default, and for which payment had not been made as of that date. The Design or Construction Service Provider, and/or his surety, if a performance or payment bond has been required under the contract, shall be jointly and severally liable for the Project for all loss, cost, or damage sustained by the Project as a result of the contractor's default; provided, however, that a contractor's surety liability shall not exceed the final sum specified in the contractor's bond.

6. Supplies and Services: The Owner and/or the COJ is authorized to terminate all contracts for the procurement of supplies and services when the Owner, the PDB, or the AOC General Manager of Court Facilities has determined that such termination will be in the Owner's and/or COJ's best interests. When it has been determined that a contract should be terminated, the AOC General Manager of Court Facilities and the AOC Budget Director may establish a settlement amount; or,

negotiate a settlement with the contractor for lost profits. The Design or Construction Service Provider shall submit to the AOC a complete and detailed statement that identifies all costs incurred in performance of the contract from the date of award through the date of termination.

7. Bond Default: The conditions and requirements of the contract shall be met by the original bonding company regardless of whether the bonding company must utilize numerous Design or Construction Service Providers. Any subsequent Design or Construction Service Provider hired by the bonding company shall first be approved by the AOC. Any contract tendered by a bonding company shall be in accordance with AP Part X, and shall include all conditions and requirements of the current contract. Bonds for any Project shall be issued on AIA forms and as authorized by the AOC. The bonding company shall issue new bonds on any new Design or Construction Service Provider.

Q. Applicable Law: Any lawsuit, legal action or legal proceeding regarding the Contract shall be brought in Franklin Circuit Court, Franklin County, Kentucky, or the United States District Court for the Eastern District of Kentucky, Frankfort Division. The CM shall submit to the non-exclusive jurisdiction of these courts. The laws of the Commonwealth of Kentucky shall apply to any such legal proceedings. There shall be a one-year statute of limitations from the date of the Certificate of Final Completion of the Project issued by the Kentucky Environmental and Public Protection Cabinet, Department of Public Protection, Office of Housing, Buildings, and Construction (HBC) or, termination of the Contract, whichever occurs first.

APPENDIX E SECTION III - Supplements



Commonwealth of Kentucky Court of Justice
Change Order Supplement
for
AIA Standard Documents G701 & G701/CMa

Project Name: _____

Change Order Requestor: Board: ☐ A-E: ☐ CM: ☐
GC: ☐ AOC: ☐ Owner: ☐
Code Enforcement Official: ☐ Other: ☐ _____

Change Order Number: _____ **Date:** _____

Original Program Budget: \$ _____ **Current Program Budget:** \$ _____

Type of Change Order: Increase: ☐ Decrease: ☐ Other: ☐

Contract unit prices used to support costs associated with this change order: ☐

Alternate bid quote(s) used to support costs associated with this change order: ☐

Negotiated price quote(s) used to support costs associated with this change order: ☐

Requested Change Order Amount: \$ _____ **Requested Time Extension:** _____

Change Order Amount Breakouts: Materials: \$ _____ Overhead: \$ _____

Design: \$ _____ Labor: \$ _____ Profit: \$ _____

Detailed Description (Include cost benefit and/or value added to project. Use attachment, if necessary):

Certification of Available Funds: Funds **are** available from existing project budget: ☐

Funds **are not** available from existing project budget: ☐

Project Financial Officer's Signature: _____

Project Development Board Action: Approve: ☐ Disapprove: ☐

Board Chairperson's Signature: _____

AOC General Manager of Facilities: Approve: ☐ Disapprove: ☐

General Manager's Signature: _____

KCJ Facilities Form G701S

APPENDIX F – Design Review Checklist

KCJ Facilities Form CL01

DESIGN CHECKLIST

ARCHITECTURAL AND STRUCTURAL

| | <u>Phase A</u> | <u>Phase B</u> |
|---|----------------|----------------|
| Review Specification For: | | |
| Format | _____ | _____ |
| Selection of Economical Materials and Methods... | _____ | _____ |
| Proprietary Procurement (None Allowed) | _____ | _____ |
| Conformance with Program Documents | _____ | _____ |
| Conformance to AOC Criteria..... | _____ | _____ |
| Conformance to AOC Design Guidance..... | _____ | _____ |
| Conformance with Project Budget | _____ | _____ |
| Special Glass..... | _____ | _____ |
| Hardware Selection..... | _____ | _____ |
| Audio/Visual Equipment | _____ | _____ |
| Special/ Judicial Equipment..... | _____ | _____ |
| Elevators..... | _____ | _____ |
| Roof System | _____ | _____ |
| Review Building Plans For: | | |
| Functional Arrangement of Buildings | _____ | _____ |
| Number/Type of Corners..... | _____ | _____ |
| Corridor and Circulation Space..... | _____ | _____ |
| Vertical Clearances (Structure Height)..... | _____ | _____ |
| Type, Size, Depth of Footings/Foundation..... | _____ | _____ |
| Wall Structure Type..... | _____ | _____ |
| Structural System..... | _____ | _____ |
| Floor Slab Design/Thickness..... | _____ | _____ |
| Footings Under Non-bearing Walls..... | _____ | _____ |
| Roof Slope/System..... | _____ | _____ |
| Roof Drain System..... | _____ | _____ |
| Exterior Wall Finish..... | _____ | _____ |
| Roof Overhang..... | _____ | _____ |
| Fascia/Accent Treatment..... | _____ | _____ |
| Fenestration (Type, Area, Distribution, Span) .. | _____ | _____ |
| OSHA /ADA Requirements..... | _____ | _____ |
| Safety Requirements..... | _____ | _____ |
| Security Requirements entry/ sally port/etc..... | _____ | _____ |
| Functional Relationships | _____ | _____ |
| Circulation Segregation | _____ | _____ |
| Interior Finish Schedules..... | _____ | _____ |
| Door & Window Schedules (Type, Finish, Construction) | _____ | _____ |
| Acoustic Treatment..... | _____ | _____ |
| Selection/Arrangement of Audio/Visual Equipment.. | _____ | _____ |
| Selection/Arrangement of IDS/ISS Equipment)..... | _____ | _____ |
| Selection/Arrangement of Special Equipment..... | _____ | _____ |
| Selection/Arrangement of Judicial Casework..... | _____ | _____ |
| Courtroom Arrangement /Jury/ Bench/Witness/ Clerk. | _____ | _____ |
| Security Review Courtrooms/ Holding /Chambers, etc | _____ | _____ |

DESIGN CHECKLIST

| | <u>Phase A</u> | <u>Phase B</u> |
|--|-----------------------|-----------------------|
| Dry erase boards/Shelving/Counters/Benches/Etc. | _____ | _____ |
| Room Signs..... | _____ | _____ |
| Fire Extinguishers/Cabinets..... | _____ | _____ |
| Folding Partitions..... | _____ | _____ |
| Toilet Partitions..... | _____ | _____ |
| Partitions, General | _____ | _____ |
| Number Storage Rooms..... | _____ | _____ |
| Number/Location of Custodial Rooms..... | _____ | _____ |
| Prepare Building Space Calculations: | | |
| Compute Net Functional Areas..... | _____ | _____ |
| Compute Circulation Space..... | _____ | _____ |
| Compute Total Gross Area..... | _____ | _____ |
| Verify Significant Excess Items..... | _____ | _____ |
| Compute Flexibility..... | _____ | _____ |
| Cross-Check Underage/Overage..... | _____ | _____ |
| Check Available versus Allowable..... | _____ | _____ |
| Compute Net Excess..... | _____ | _____ |
| Check Estimate for Excess Items..... | _____ | _____ |
| Check for Compliance with Preliminary | | |
| Comments..... | <u>N.A.</u> | _____ |
| Check for Inclusion of Repair Work in | | |
| Modification Projects..... | _____ | _____ |
| Check for Inclusion of Appropriate | | |
| Additives/Alternates..... | <u>N.A.</u> | _____ |
| Check for Compliance with Guidance on | | |
| Bidding Procedures..... | <u>N.A.</u> | _____ |

GENERAL/CIVIL

| | <u>Phase A</u> | <u>Phase B</u> |
|---|----------------|----------------|
| Review Site Plan For: | | |
| Topography..... | _____ | _____ |
| Flooding (maximum elevation of known/100 year flood)..< | _____ | _____ |
| Subsurface Conditions/Soil Bearing..... | _____ | _____ |
| Capability for Future Expansion..... | _____ | _____ |
| Public Utilities..... | _____ | _____ |
| Access..... | _____ | _____ |
| General Arrangement of Building, Parking | | |
| Access..... | _____ | _____ |
| Storm Drainage..... | _____ | _____ |
| Safety Requirements..... | _____ | _____ |
| OSHA Requirements..... | _____ | _____ |
| Planting..... | _____ | _____ |
| Utility Connections (Length, Size, Material)..... | _____ | _____ |
| Environmental Code/Regulation Compliance..... | _____ | _____ |
| Review Supporting Documentation: | | |
| Site Survey Report..... | _____ | _____ |
| Soil Bearing Capacity Declaration..... | _____ | _____ |
| Declaration of Uniformity of Soil Conditions | | |
| (if applicable)..... | _____ | _____ |
| State Code Certification..... | _____ | _____ |
| Storm Water Permit..... | _____ | _____ |
| Storm Water Pollution Prevention Plan..... | _____ | _____ |
| Preliminary Assessment Screening..... | _____ | _____ |
| Environmental Checklist and Record of | | |
| Environmental Consideration..... | _____ | _____ |
| Environmental Assessment..... | _____ | _____ |
| Finding of No Significant Impact | _____ | _____ |
| Check Site Preparation For: | | |
| Definition of Bid Item..... | _____ | _____ |
| Estimate versus Authorized Cost..... | _____ | _____ |
| Check Fine Grading and Seeding For: | | |
| Actual versus Authorized Scope..... | _____ | _____ |
| Estimated versus Authorized Cost..... | _____ | _____ |
| Check Planting For: | | |
| Solar Shading, if justified..... | _____ | _____ |
| Estimated Versus Authorized Cost..... | _____ | _____ |

DESIGN CHECKLIST

| | <u>Phase A</u> | <u>Phase B</u> |
|--|----------------|----------------|
| Prepare Exterior Area Calculations: | | |
| Compute Area/Length of: | | |
| Fine Grading and Seeding..... | _____ | _____ |
| Official Vehicle Parking..... | _____ | _____ |
| Secure Staff Parking..... | _____ | _____ |
| Public Parking..... | _____ | _____ |
| Ramps/Aprons..... | _____ | _____ |
| Access Road..... | _____ | _____ |
| Sidewalk..... | _____ | _____ |
| Security Fence..... | _____ | _____ |
| Utility Connections..... | _____ | _____ |
| Compute Overage/Underage..... | _____ | _____ |
| Check Official Vehicle Parking Areas For: | | |
| Actual versus Authorized Scope..... | _____ | _____ |
| Screening from Public View | _____ | _____ |
| Cross-Section..... | _____ | _____ |
| Surfacing..... | _____ | _____ |
| Estimated versus Authorizing Cost..... | _____ | _____ |
| Check Secure Staff Parking For: | | |
| Actual versus Authorized Scope..... | _____ | _____ |
| Screening from Public View | _____ | _____ |
| Cross-Section..... | _____ | _____ |
| Estimated versus Authorizing Cost..... | _____ | _____ |
| Check Public Parking For: | | |
| Actual versus Authorized Scope..... | _____ | _____ |
| Accessability | _____ | _____ |
| Cross-Section..... | _____ | _____ |
| Estimated versus Authorizing Cost..... | _____ | _____ |
| Check Ramps/Aprons For: | | |
| Actual versus Authorized Scope..... | _____ | _____ |
| Accessability | _____ | _____ |
| Cross-Section..... | _____ | _____ |
| Estimated versus Authorizing Cost..... | _____ | _____ |
| Check Security Fencing/Barriers For: | | |
| Actual versus Authorized Scope..... | _____ | _____ |
| Estimated versus Authorizing Cost..... | _____ | _____ |
| Check Access Road For: | | |
| Actual versus Authorized Scope..... | _____ | _____ |
| Cross-Section..... | _____ | _____ |
| Width..... | _____ | _____ |
| Functional Arrangement..... | _____ | _____ |
| Estimated versus Authorized Cost..... | _____ | _____ |

| | <u>.Phase A</u> | <u>Phase B</u> |
|---|-----------------|----------------|
| Sidewalks: | | |
| Actual versus Authorized Scope..... | _____ | _____ |
| Cross-Section..... | _____ | _____ |
| Width..... | _____ | _____ |
| Steps and Handrails..... | _____ | _____ |
| Ramps..... | _____ | _____ |
| Estimated versus Authorized Costs..... | _____ | _____ |
| Heating Fuel Storage/Dispensing Systems (if applicable): | | |
| Rigid Pads..... | _____ | _____ |
| Access Roads..... | _____ | _____ |
| Utility Connections..... | _____ | _____ |
| Environmental Protection..... | _____ | _____ |
| Estimated versus Authorized Cost..... | _____ | _____ |
| Tank Sizing..... | _____ | _____ |
| Letter to and from HBC approving system design..... | _____ | _____ |
| Unheated Storage Building (if applicable): | | |
| Actual versus Authorized Scope..... | _____ | _____ |
| Interior Height..... | _____ | _____ |
| Type of Construction/Finish..... | _____ | _____ |
| Electric Service..... | _____ | _____ |
| Estimated versus Authorized Cost..... | _____ | _____ |
| Flammable or Hazardous Material Storage Area: | | |
| Actual versus Authorized Scope..... | _____ | _____ |
| Type of Construction/Finish..... | _____ | _____ |
| Heating/Ventilation..... | _____ | _____ |
| Interior Height..... | _____ | _____ |
| Estimated versus Authorized Cost..... | _____ | _____ |
| Utility Connections: | | |
| Actual versus Authorized Scope (Direct Run to Street)..... | _____ | _____ |
| Size and Type of Piping..... | _____ | _____ |
| Estimated versus Authorized Cost..... | _____ | _____ |
| Storm Drainage Structures (if applicable): | | |
| In Site Preparation..... | _____ | _____ |
| Actual versus Authorized Scope..... | _____ | _____ |
| Estimated versus Authorized Cost..... | _____ | _____ |
| Review Specifications For: | | |
| Selection of Materials and Methods..... | _____ | _____ |
| Proprietary Procurement..... | _____ | _____ |
| Review Estimate For: | | |
| Excess Items | _____ | _____ |
| Total Estimate versus Total Authorizations..... | _____ | _____ |
| Compliance with Preliminary Comments..... | <u>N.A.</u> | _____ |

APPENDIX F

DESIGN CHECKLIST

MECHANICAL

| | <u>Phase A</u> | <u>Phase B</u> |
|--|----------------|----------------|
| Review Specifications For Selection of Materials and Methods, Proprietary Procurement, Special Equipment, Equipment Sizing..... | _____ | _____ |
| Review Heating/Ventilation/Air Conditioning Systems For: | | |
| Fuel Selection and Justification (if required)..... | _____ | _____ |
| Type of System..... | _____ | _____ |
| Sizing (including Design Temperatures)..... | _____ | _____ |
| Number and Type of Fixtures/Components..... | _____ | _____ |
| Inclusion of Unauthorized Functional Area..... | _____ | _____ |
| Economy of Layout..... | _____ | _____ |
| Multiplicity of Units/Systems..... | _____ | _____ |
| Type and Sophistication of Controls..... | _____ | _____ |
| Review of Plumbing and Drain Systems For: | | |
| Economy of Layout..... | _____ | _____ |
| Selection of Materials..... | _____ | _____ |
| Size of Piping..... | _____ | _____ |
| Number/Type of Fixtures (where stipulated by Criteria)..... | _____ | _____ |
| Inclusion of Sprinkler Protection..... | _____ | _____ |
| Check Estimate for Excess Items..... | _____ | _____ |
| Check for Compliance with Preliminary Comments..... | <u>N.A.</u> | _____ |

APPENDIX F

DESIGN CHECKLIST

ELECTRICAL

| | <u>Phase A</u> | <u>Phase B</u> |
|--|----------------|----------------|
| Review Specifications For Selection of | | |
| Materials Methods, Proprietary | | |
| Procurement, Special Equipment, Sizing | | |
| Equipment Sizing..... | _____ | _____ |
| Review Interior Electrical System Drawings For: | | |
| Economy of Layout | | |
| Selection of Materials..... | _____ | _____ |
| Power Wiring System..... | _____ | _____ |
| Number/Type of Outlets (including Special | | |
| Purpose)..... | _____ | _____ |
| Type of Lighting Fixtures..... | _____ | _____ |
| Lighting Intensity versus Functional Area..... | _____ | _____ |
| Exit Lighting..... | _____ | _____ |
| Night Lighting..... | _____ | _____ |
| Emergency Lighting Systems..... | _____ | _____ |
| Multiple Switching..... | _____ | _____ |
| Special Circuitry (including fire alarms)..... | _____ | _____ |
| Number and Location of Telephone Outlets..... | _____ | _____ |
| Review Exterior Electric Drawings For: | | |
| Economy of Layout of Security Lighting..... | _____ | _____ |
| Review IDS/ISS Design For: | | |
| Compliance with Authorized/Scope..... | _____ | _____ |
| Compliance with AOC Guidance..... | _____ | _____ |
| Check Estimate For Excess Items..... | _____ | _____ |
| Check for Compliance with Preliminary Comments..... | <u>N.A.</u> | _____ |

APPENDIX F

DESIGN CHECKLIST

Local and AOC Staff Agencies Review

| | <u>Phase A</u> | <u>Phase B</u> |
|---|----------------|----------------|
| Local Agency | _____ | _____ |
| Chief Justice of the Supreme Court | _____ | _____ |
| Senior Chief Judge of Proposed Facility | _____ | _____ |
| Circuit Court Clerk | _____ | _____ |
| AOC Director | _____ | _____ |
| Administrative Services & Operations..... | _____ | _____ |
| Budget and Program Review..... | _____ | _____ |
| Education..... | _____ | _____ |
| Court Services..... | _____ | _____ |
| Informations Systems..... | _____ | _____ |
| Youth, Families & Community Services..... | _____ | _____ |
| Foster Care Review..... | _____ | _____ |
| Office of the General Counsel..... | _____ | _____ |
| Personnel..... | _____ | _____ |
| Pretrial Services..... | _____ | _____ |
| Drug Court..... | _____ | _____ |
| Court Facilities Standards Committee..... | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Commonwealth of Kentucky Court of Justice



Certification of Design Review

Agency: _____ Date: _____

I hereby certify that my agency has reviewed the plans for the proposed construction and either concur with the design or offer the following attachments detailing concerns for AOC General Manager of Facilities consideration.

Certifying Official's Signature: _____

Certifying Official's Name: _____

Certifying Official's Title: _____

Attachments:

